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1 Introduction

1.1 We Want You to Be a Satisfied Customer

Thank you for choosing a Minolta Copier System.

To ensure the best performance and effective use of your copier, this manual will provide information on the following topics:

- Getting to Know Your Copier
- Initial Steps . . .
- Customizing Your Copy
- Combining Functions
- Using Utility
- Troubleshooting.

Please read this manual carefully before using your copier and keep it handy at all times.

For further information and assistance, please contact:

- your Minolta Technical Representative;
- the Minolta Hotline, Tel.: 08 00 / 6 46 65 82 (free of charge) and
- our Web site, http://www.minolta.com.

Please keep the serial number (located on the copier's rating plate) and the copier's date of purchase handy to ensure fast, accurate assistance in the event of difficulties.

. . . because we want you to be a satisfied customer.

1.2 Preserving the Environment . . .

Minolta supports the challenge of preserving the environment and does all that it can to actively participate in preventing and resolving ecological problems.
Our production is certified under ISO 9000 (quality management) and ISO14001 (environment management).

Takeback and Reutilisation

Used devices, empty toner and drum units and used toner and drum units are taken back by a local MINOLTA partner and processed for recycling and reutilisation of materials. For more information, call 08 00 / 6 46 65 82 (toll free).

What is Energy Star®?

After long periods of idleness, Energy Star® copiers switch to Energy Saver Mode or turn themselves off. This function can reduce the annual energy costs for the unit by up to 60%.

Copiers with a high copying speed automatically switch to 2-sided copying mode. This reduces the costs for copy media and the volume of paper consumed.

Did you know that manufacturing a sheet of paper requires 10 times as much energy as making a copy?

The conservation of paper thus also has a direct global effect on the conservation of energy.

This copier complies with the Energy Star® energy efficiency criteria.

Use of Recycled Paper

This unit is suited for processing recycled paper that meets the requirements of ENV 12281 or DIN 19309. For details, consult your local MINOLTA partner.

1.3 Guide to this Manual

How Is this Manual Structured?

If you are not sure where to locate the information you need, please refer to this section. The following table will help you. For detailed information on specific issues, refer to the index at the end of the manual.

No.	Chapter	Description
1	Introduction	This chapter contains introductory information pertaining to the effective use of this manual.
2	Getting to Know Your Copier	This chapter is provided to familiarize you with your copier and its features. It describes such subjects as: • System overview • Safe and reliable use of the copier • Setting up the copier • Switching the copier on and off • Filling the paper drawers • Changing the toner cartridge
3	Initial Steps . . .	This chapter provides you with the knowledge needed for using your copier, such as: • Step-by-step instructions on copying your documents • Starting the copy cycle • Stopping the copy cycle • Loading originals
4	Customizing Your Copy	This chapter explains the effective use of the copier's functions, for example: • Basic settings • Original>Copy settings • Image density settings • Auxiliary functions
5	Combining Functions	This chapter includes tables that help you achieve the copy results you aim for.
6	Utility	This chapter shows you how to configure the copier to meet your requirements. It provides information on: • Changing the User's Choice settings • Checking the meter count • Carrying out administrative tasks
7	Troubleshooting	This chapter contains instructions to help you recognize errors and resolve them: • If you are not satisfied with your copy • Error codes • Clearing a paper misfeed • Clearing a staple jam

No.	Chapter	Description
8	Appendix	The appendix contains a collection of useful supplementary information such as: • Care of the unit • Specifications • Paper size tables • Zoom factor tables • Index

A Brief Explanation of the Conventions used in this Manual

A variety of conventions and types of illustrations are used for special emphasis in this manual. The following examples show the most important conventions and how to respond to them.

DANGER

This is a danger warning!
The danger warning points out a danger of potentially serious injury or death. Neglecting the danger warning can lead to serious personal injury.

Ü The arrow marks the precautionary measure required to avoid the danger.

WARNING

This is a warning!
The warning points out a hazardous situation for persons and/or products. Neglecting the warning can lead to personal injury and/or serious damage to the unit.

Ü The arrow marks the precautionary measure required to avoid the danger.

CAUTION

This is a caution!
The caution points out a potential and dangerous situation. Neglecting the caution can lead to personal injury and/or machine damage.

Ü The arrow marks the precautionary measure required to avoid the danger.

[START] Such as the [START] button on the control panel or the [START] key on touch screen

ERROR Touch screen message with the text ERROR

Ü Single action to be performed (followed by no other steps)

A list begins:

l These bullets indicate a list.

l Lists with bullets do not have any specific order.

m Where a list with white bullets follows a list with black bullets, the white bullets are ranked below the black bullets.

m

l This is the end of the list.

1 Step 1 of a sequence of actions

2 Step 2 of a sequence of actions

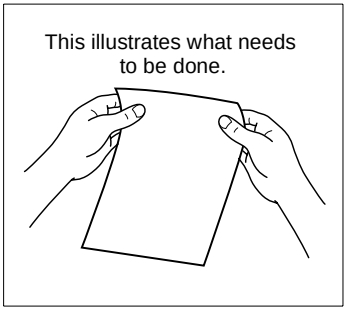
? *This is additional assistance.*

Ü The action described here is sure to achieve the results you want.

3 Step 3 of a sequence of actions

m This bullet indicates a list within a sequence of actions.

m



• **...**

This is a helpful hint

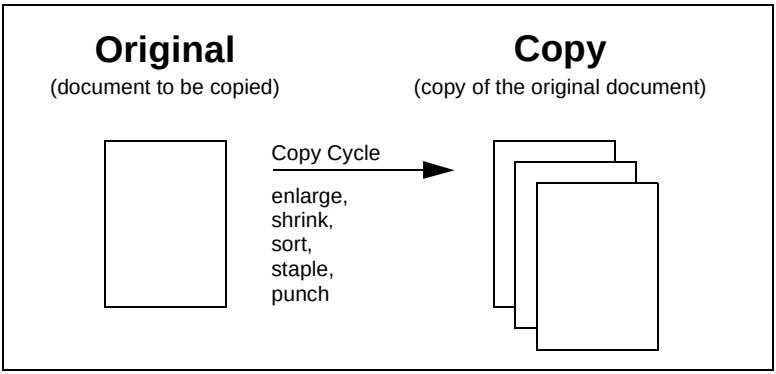
Texts highlighted in this manner contain useful little tips and tricks for improving and simplifying the copy process.

A Brief Explanation of Important Concepts and Symbols

Terms such as original, copy, lengthwise and crosswise, which are used to describe various items, have their own, clearly defined meanings. The most important of these terms are defined below.

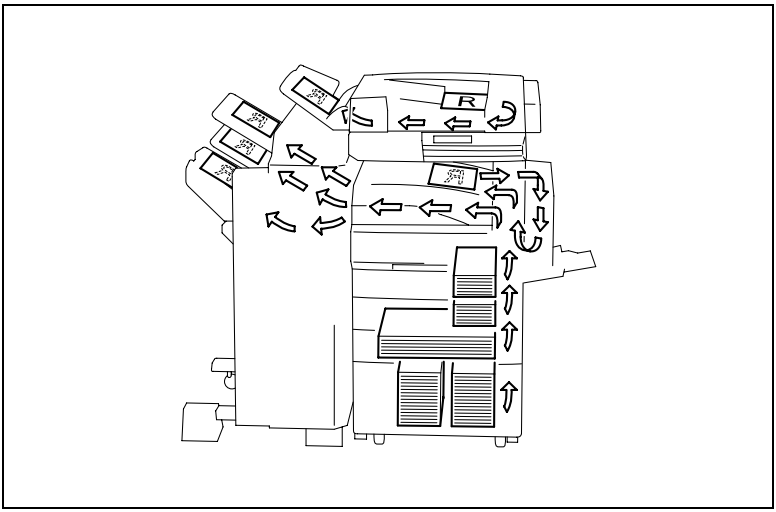
Original and copy

The original is the document being duplicated by the copy cycle.



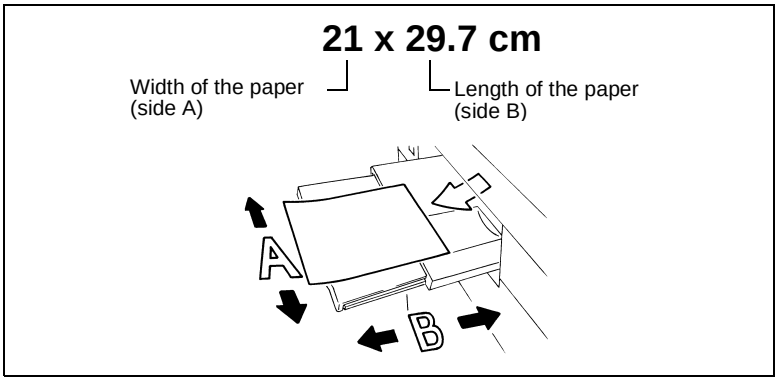
Feeding direction

The feeding direction is the path the paper takes through the copier. The feeding direction is shown by the arrows in the following illustration.



Width and length

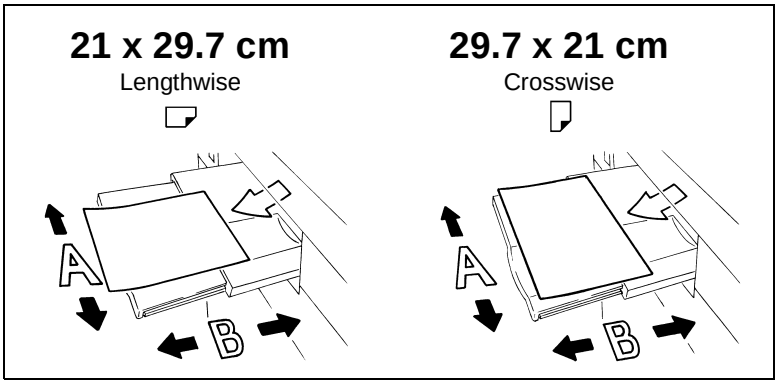
When paper sizes are given, the first value is always the width of the paper (side A). The second value is the length of the paper (side B).



Lengthwise and crosswise

If side A of the paper format is shorter than side B, this is referred to as lengthwise.

If side A of the paper format is longer than side B, this is referred to as crosswise.



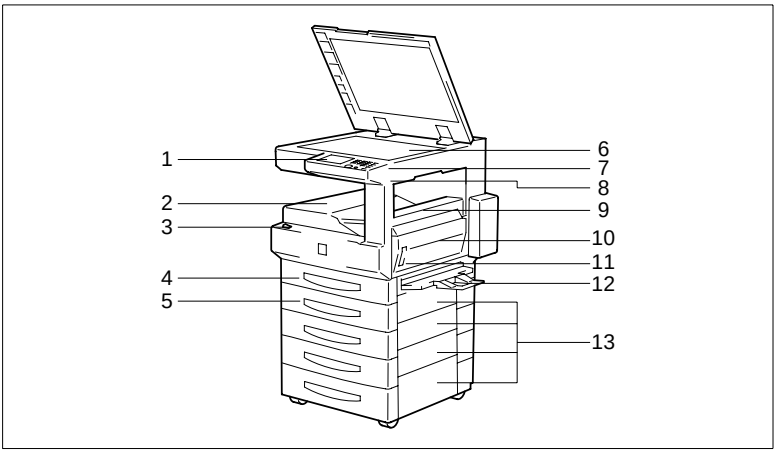
Abbreviations are frequently placed after the paper sizes to indicate lengthwise or crosswise more accurately:

- Lengthwise: L such as A4 L
- Crosswise: C such as A4 C.

2 Getting to Know Your Copier

2.1 System Overview

Copier Di251/Di351 (External)



Item	Name	Description
1	Control Panel	The control panel has keys and indicators for operating the copier.
2	Standard Copy Output	Receives the created copies (maximum of 100 sheets of plain paper).
3	Power Switch	Switch the copier on and off with the power switch.
4	1st Paper Drawer (Universal drawer)*	This paper drawer holds up to 250 sheets of standard copy paper (80 g/m^2) or up to 50 sheets of special paper. • The LED blinks: The paper drawer is almost empty. • The LED is on, not blinking: The paper drawer is empty.

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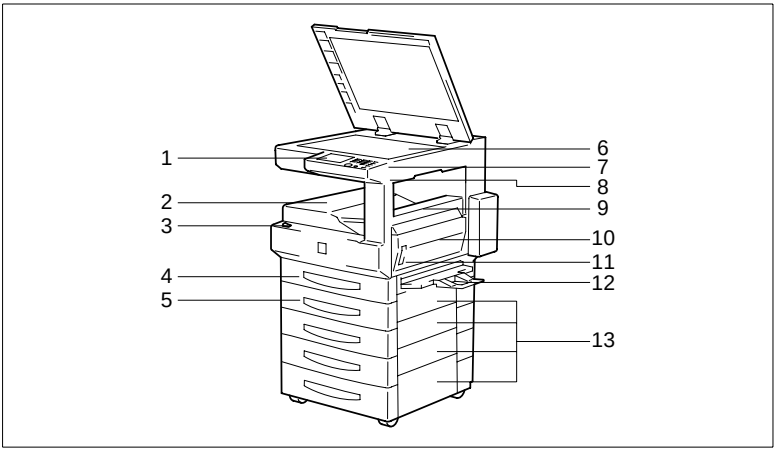
* Universal paper drawers are variable in size and the operator can set them to hold different sizes of paper.

Copier Di251/Di351 (external)



Item	Name	Description
5	2nd Paper Drawer	This paper drawer holds up to 500 sheets of copy paper (80 g/m^2). • The LED blinks: The paper drawer is almost empty. • The LED is on, not blinking: The paper drawer is empty.
6	Original Glass	Place the original face down on the original glass.
7	Contrast Control Knob	Use the contrast control knob to change the contrast on the touch screen.
8	Total Counter	The counter shows the number of copies made by the copier.
9	Upper Right Door	Open this cover to clear a paper misfeed.
10	Right Door (R1)	Open this door to change the imaging unit or clear a paper jam.
11	Latch for the Right Door (R1)	Pull this latch to open the right door (R1).

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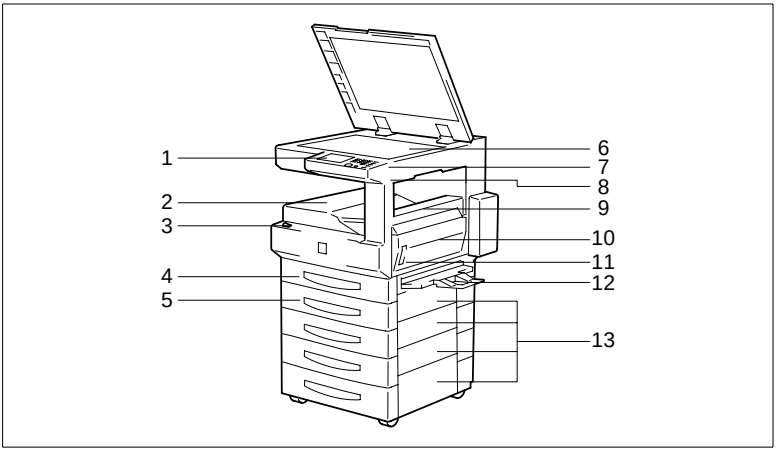
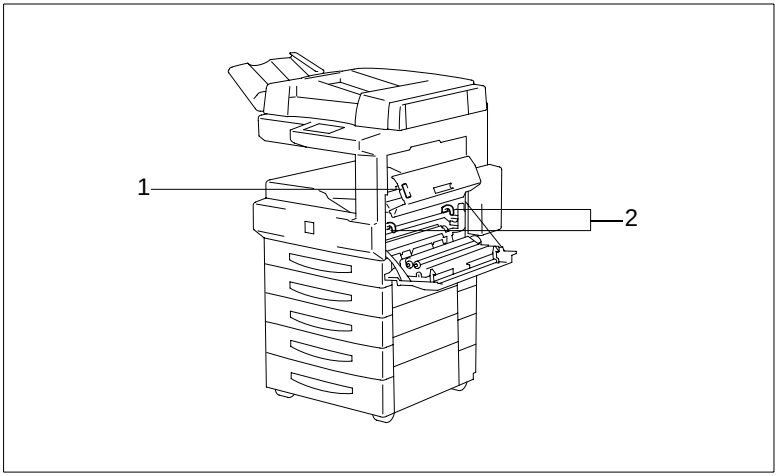
Copier Di251/Di351 (external)



Item	Name	Description
12	Single Feed Tray	Use the single document feed tray to manually feed individual sheets, such as special paper (OHP films, thick paper, etc.) into the copier.
13	Lower Right Doors	Open these covers to clear paper misfeeds.

Copier Di251/Di351 (Internal)

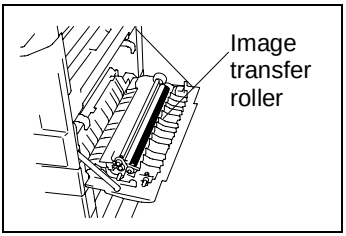


Item	Name	Description
1	Opening Button for the Upper Right Door	Push this button to open the upper right door.
2	Green Hooks	Pull these hooks to remove the imaging unit when you need to change it.

CAUTION

Improper handling can affect the function of the copier.
When the right door is open, the image transfer roller is accessible. If touched, the function of this roller can be impaired.

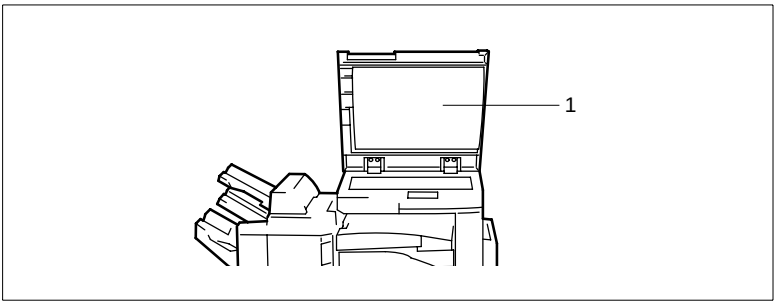
Ü Never touch the image transfer roller.



2.2 Optional Equipment

Original Cover OC-3

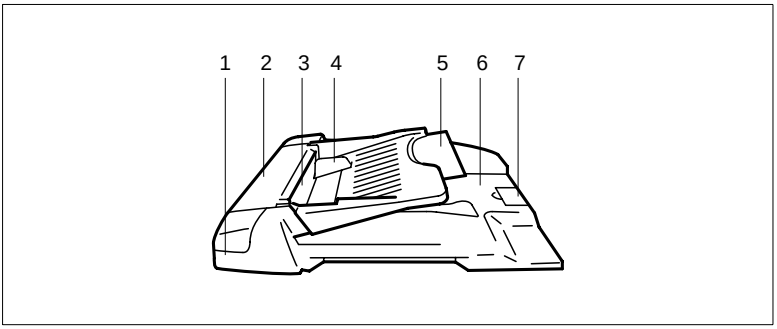
The original cover holds an original placed on the original glass.



Item	Name	Description
1	Original Pad	Holds an original placed on the original glass.

Automatic Document Feeder AF-9

The automatic document feeder can feed up to 70 originals in succession automatically.

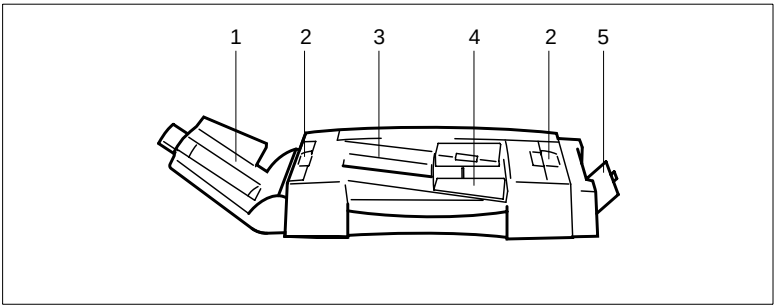


Item	Name	Description
1	Status Indicator	Lights green while an original is being scanned. Lights red if a malfunction has occurred.
2	Original Misfeed Door	Open this cover to clear a paper misfeed.
3	Document Feeder	Place the originals on the document feeder with the side to be copied face up.
4	Document Guide Plate	Set the document guides to the original size.
5	Document Feed Tray Extender	Pull out this extender when processing large-size originals.
6	Document Exit Unit	Receives the originals after they have been scanned.
7	Original Stopper	Pull up the stopper when processing large-size originals.

Duplexing Document Feeder AFR-17

The automatic document feeder can feed up to 50 originals in succession automatically. If two-sided originals are being copied, the duplexing document feeder can also turn them over.

The single feed tray can be used for automatically feeding very thin or heavy originals.



Item	Name	Description
1	Document Exit Unit	Receives the originals after they have been scanned.
2	Original Misfeed Doors	Open these covers to clear paper misfeeds.
3	Document Feeder	Place the originals on the document feeder with the side to be copied face up.
4	Document Guide Plate	Set the document guides to the original size.
5	Single Feed Tray	The single feed tray allows you to process thinner or thicker originals than with the document feeder. However, the originals must be fed one by one.

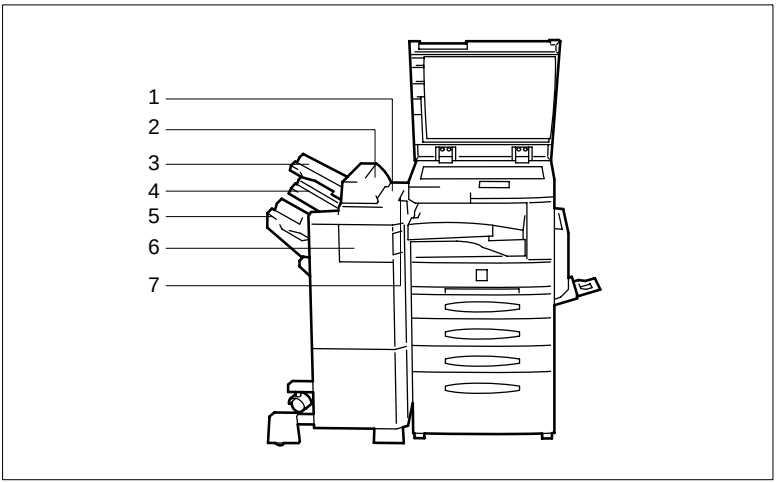
Finisher FN-109/FN-110

The finishers enable controlled finishing and stacking of copies. The finishers can sort, group and staple copies. The FN-109 finisher also permits punching copies.

CAUTION

Damage to the device by improperly estimating the space required
The offset trays of a finisher move downward during copying. Objects below the offset trays may seriously damage them.

Ü Do not place any objects below the offset trays of the finisher.



Item	Name	Description
1	Upper Cover	Open this cover to clear a paper misfeed.
2	Door for the Option Tray	Open this door to clear a paper jam located in the area of the option tray.
3	Option Tray (Optional)*	This tray receives printouts that were sent to it from a PC.

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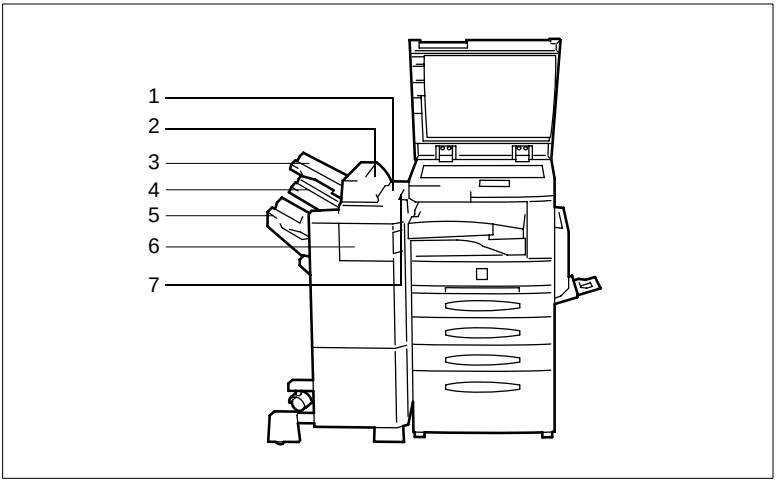
* The option tray is an optional unit for the FN-109 and FN-110 finishers. The option tray can be used only in combination with a printer controller.

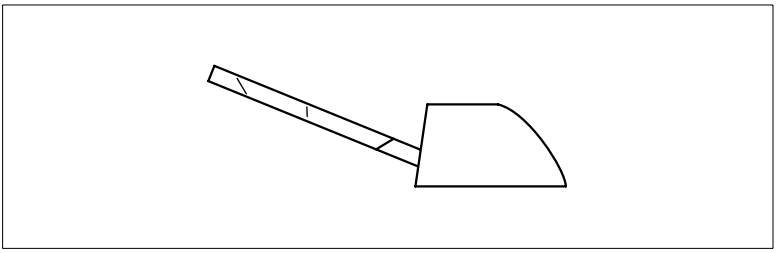
Finisher FN-109/FN-110



Item	Name	Description
4	Top Offset Tray	Receives copies made on standard or heavier paper.
5	Bottom Offset Tray	The copies sorted with the offset function are fed out here.
6	Front Door (FN4)	Open the front door to clear a paper misfeed.
7	Recessed Grip	Use the recessed grip to pull the finisher away from the copier.

Option Tray JS-100

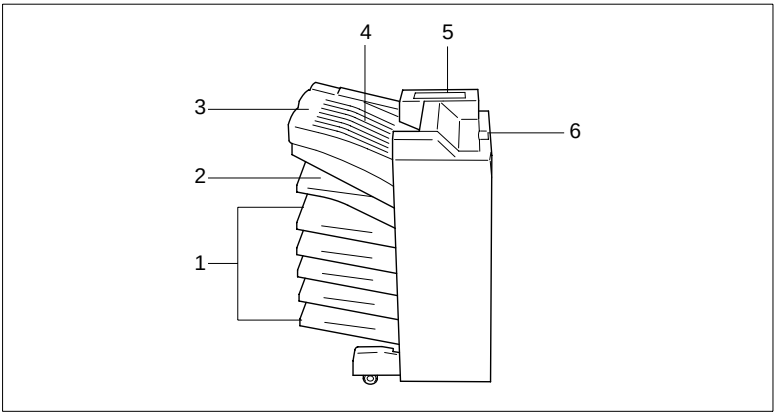
The option tray is an optional accessory for the FN-109 and FN-110 finisher. The option tray can be used only in combination with a printer controller for creating separate printouts.



Mailbin Finisher FN-504

The finisher enables controlled finishing and stacking of copies. Use the finisher to sort, group, punch and staple copies.

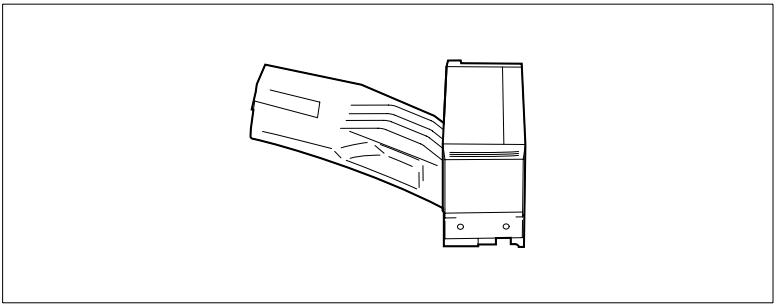
(Only possible if a printer controller is installed.)
The printouts can be output to one of five trays assigned using a PC. The printouts can be sorted, grouped or punched.



Item	Name	Description
1	Five Copy Trays	These trays receive the printouts that are assigned to them.
2	Bottom Offset Tray	The copies sorted with the offset function are fed out here.
3	Top Offset Tray	Receives copies made on standard or heavier paper.
4	Cover Panel for the Upper Tray	Open this cover to clear a paper misfeed.
5	Cover for the Stapler Unit	Open this panel to clear a staple jam or replenish staples.
6	Recessed Grip	Use the recessed grip to pull the finisher away from the copier.

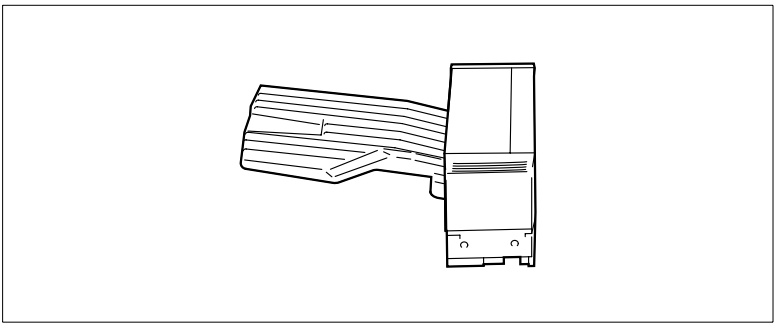
Shift Tray OT-100 (only for the Di251)

This copy tray allows copies to be output sorted or grouped.



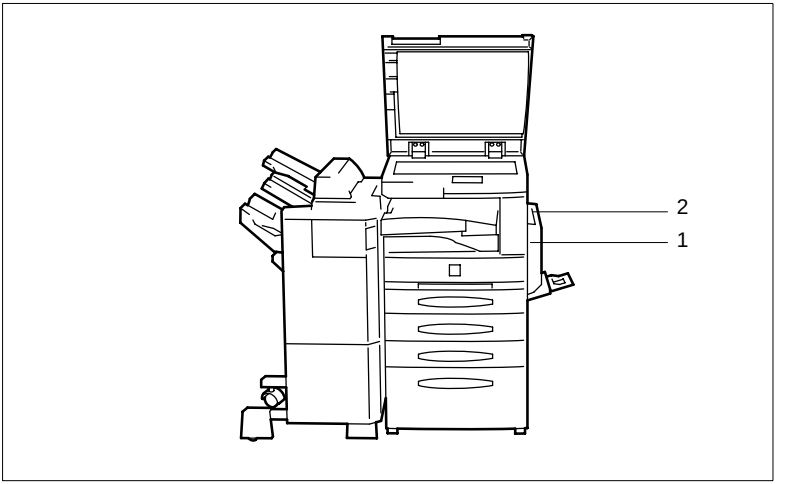
Sorter JS-201

The sorter allows copies to be output sorted or grouped.



Duplex Unit AD-15

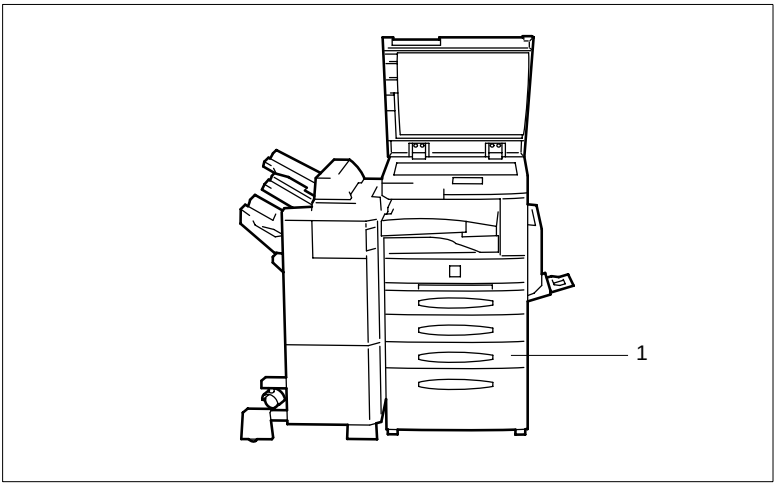
The duplex unit can turn copy paper over for double-sided printing. A3 L to A5 paper can be processed with the duplex unit.



Item	Name	Description
1	Duplex Unit	The duplex unit automatically turns copy paper over to enable double-sided copying.
2	Latch	Pull this latch to open the duplex unit and clear a paper misfeed.

Paper Drawer PF-118/PF-119

With an additional paper drawer, you can increase the capacity of your copier.

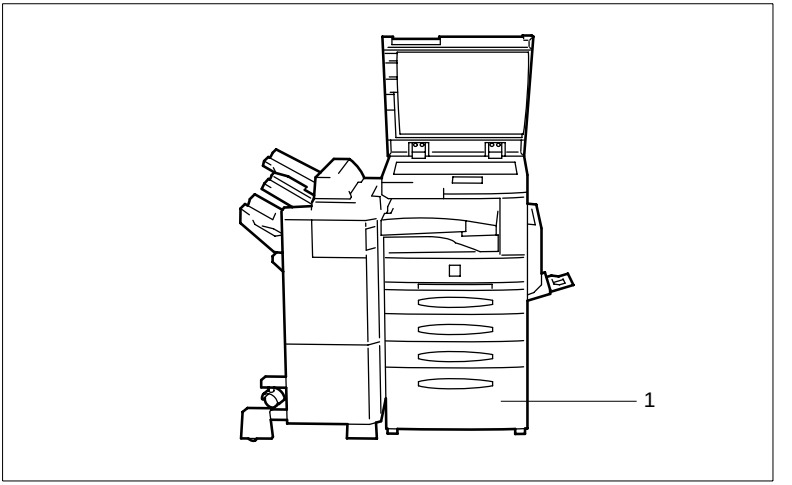


Item	Name	Description
1	PF-118 Paper Drawer (Universal drawer)*	This paper drawer holds up to 500 sheets of copy paper (80 g/m^2). • The LED blinks: The paper drawer is almost empty. • The LED is on, not blinking: The paper drawer is empty.
1	PF-119 Paper Drawer	This paper drawer holds up to 500 sheets of copy paper (80 g/m^2). • The LED blinks: The paper drawer is almost empty. • The LED is on, not blinking: The paper drawer is empty.

* Universal paper drawers are variable in size and the operator can set them to hold different sizes of paper.

Large Capacity Cassette PF-117

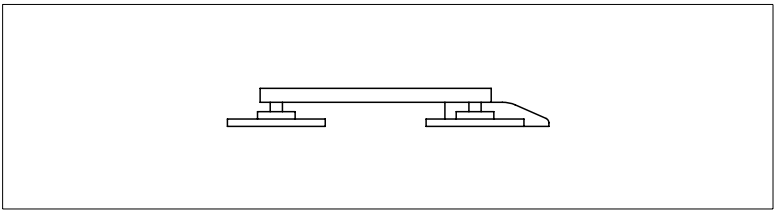
The large capacity cassette increases the paper capacity of the copier. The large capacity cassette holds up to 2,500 sheets of copy paper (80 g/m^2). The large capacity cabinet is designed to hold A4 C paper.



Item	Name	Description
1	Large Capacity Cassette	This large capacity cassette holds up to 2,500 sheets of copy paper (80 g/m^2).

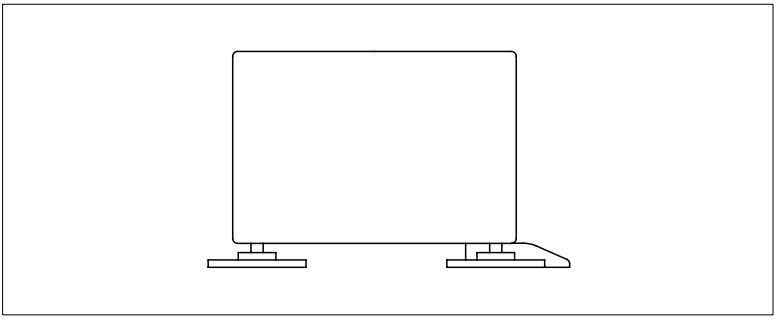
Copy Table

Use the table to adjust the height of the copier, for example to connect a finisher.



Paper Feed Cabinet

Use the paper feed cabinet to adjust the height of the copier, for example to connect a finisher.



Memory Expansion Module

The memory expansion module can increase the copier system memory by 8 MB, 16 MB or 32 MB.

If you copy material that requires a large amount of system memory, you may want to increase the system memory of the copier, which allows the system to process more data continuously.

Printer Controller Pi3502

The printer controller allows the copier to be used as a computer printer.

2.3 The Safe Use of Your Copier

The improper use of your copier may result in health hazards, electrical shock or even fires. Please observe the following precautions for the safe use of your copier.

DANGER

Incorrect use of the copier can result in fire and/or electrical shock!
The copier is equipped with high-voltage components. Incorrect use of the copier may result in fire or electrical shock. Observe the following safety precautions to prevent injury and device damage.

- Ü Never use flammable sprays, liquids or gases near the copier.
- Ü Never remove any safety equipment.
- Ü Never make structural modifications to the copier.
- Ü Connect the copier to the power supply using only the power cord provided.
- Ü Ensure that the power supply provides the correct supply voltage for the copier.
- Ü Never unplug the copier with wet hands.
- Ü Do not place coffee cups, bottles or other containers with liquids on the copier. In the event that liquids are accidentally introduced into the copier, switch the copier off immediately. Unplug the power cord. Consult your technical representative.
- Ü Never insert paper clips, staples or other small pieces of metal into the openings of the copier. If metal objects are accidentally introduced into the copier in spite of all precautions, switch the copier off immediately. Unplug the power cord. Consult your technical representative.
- Ü Do not dispose of empty toner bottles into an open fire.
- Ü Do not touch areas designated with safety labels.
- Ü Store supplies, such as toner, out of the reach of children.
- Ü Make sure the copier has a stable base and cannot tip over.

DANGER

Incorrect handling of the power cable can result in fire and/or electrical shock!

The copier is equipped with high-voltage components. Incorrect handling of the copier's power cable may cause damage to the cable. This could result in fire and/or cause electrical shock. Observe the following safety precautions to prevent injury and device damage.

- Ü Be sure that the power cable is not damaged. If it becomes damaged, switch off the copier immediately. Unplug the power cord. Consult your technical representative.
- Ü Do not pull directly on the power cable itself when unplugging the power cord from the power outlet.
- Ü Do not move the copier unless it is unplugged.
- Ü Never place heavy objects on the power cable.
- Ü Do not pull or bend the power cable.
- Ü Do not place the copier on cables belonging to other devices.
- Ü Ensure that no cables of other devices get pinched in the copier.
- Ü Be sure that the power cord sits correctly in the power outlet.
- Ü Be sure that the power outlet is visible and accessible at all times.
- Ü Do not use any extension cords. If you require an extension cord to connect the copier to a power supply, contact your technical representative.
- Ü Never connect the copier to a multiple-socket extension cord.
- Ü Unplug the power cord at least once a year. Clean off any dust that may have accumulated on or around the contacts.

DANGER

Device overheating can result in fire and/or electrical shock!
The copier is equipped with high-voltage components. Incorrect use or faulty operation of the copier may cause the unit to overheat. Observe the following safety precautions to prevent injury and device damage.

- Ü Switch the copier off immediately if it becomes unusually hot. Unplug the power cord. Consult your technical representative.
- Ü Switch the copier off immediately if smoke comes out of it. Unplug the power cord. Consult your technical representative.
- Ü Switch the copier off immediately if it emits an unusual odor. Unplug the power cord. Consult your technical representative.
- Ü Switch the copier off immediately if it is damaged in any way. Unplug the power cord. Consult your technical representative.
- Ü Always unplug the power cord when the copier is not going to be used for a long time.
- Ü Make sure the ventilation slots on the copier are not covered.

CAUTION

Incorrect handling can cause damage to the copier!
Incorrect handling can cause damage to the copier. Observe the following safety precautions to prevent device damage.

- Ü Never place objects of more than 3 kg on the copier.
- Ü Do not copy clipped or stapled paper, carbon-backed originals or aluminum-coated paper.
- Ü Never open any doors while the copier is making copies.
- Ü Never turn the copier off while it is making copies.
- Ü Do not drop the toner unit or imaging drum.
- Ü Do not throw the toner unit or imaging drum.
- Ü Use the copier only for the tasks described in this manual.

CAUTION

A negligible amount of ozone is generated during normal operation of this copier.
The ozone given off by the copier is not hazardous to health, but it may smell unpleasant. For a comfortable, healthy and safe operating environment, it is recommended that the room be well ventilated.

- Ü Locate the copier in a well-ventilated room.

CAUTION

External influences can cause damage to the copier and copier supplies!

Observe the following safety precautions to prevent device damage.

- Ü Do not subject the copier to vibrations.
- Ü Do not subject the copier to extreme changes in temperature or humidity.
- Ü Be sure to maintain the ambient conditions required for copier operation.
- Ü Be sure the environment in which the copier and its supplies are kept is free of dust, soot, steam, sprayed water or any other potentially damaging influences.
- Ü Never bring any magnetised object near the copier.
- Ü Never place objects of more than 3 kg on the copier.
- Ü Do not place toner units or imaging drums near floppy disks, timepieces or other objects that are sensitive to magnetism.
- Ü Always store toner units in a horizontal position.
- Ü Do not subject toner units, imaging drums or other copier supplies to direct sunlight, high temperatures or dampness.
- Ü Do not remove the protective packaging from copier supplies until you use them.

Laser Safety

This machine is equipped with a laser. If the machine is operated in accordance with the instructions in this manual, the laser poses no possibility of danger.

The laser radiation is completely confined within the machine housing. The laser beam cannot escape the housing at any time of operation.

This machine is certified as a Class 1 laser product. This means that the unit does not generate any hazardous laser radiation.

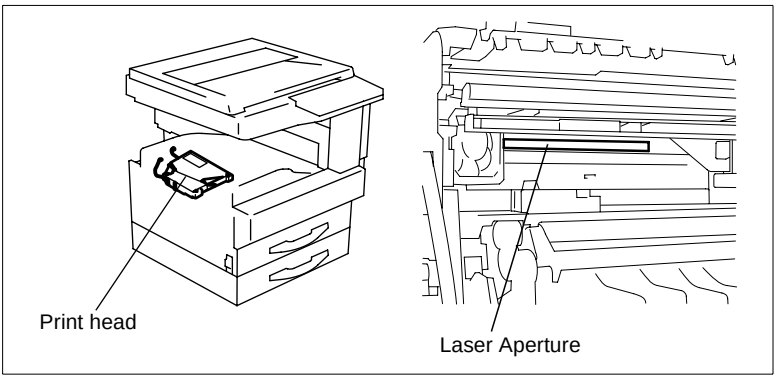
Internal Laser Radiation

Mean radiant power at the laser aperture of the print head unit:
Di251 19.5 µW
Di351 27.8 µW

Wavelength:
Di251 770 - 795 nm
Di351 775 - 795 nm

This machine operates using a Class IIIb laser diode that emits an invisible laser beam. The laser diode and scanning polygon mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM. It may not be opened under any circumstances.



The illustration to the left shows the location of the print head within the copier.

The illustration to the right shows the laser aperture on the print head. (Illustrated here with the right door open and the imaging unit removed.)

DANGER

Hazardous laser radiation!

Operating the copier in a manner that does not conform to the descriptions provided in this manual can lead to the release of hazardous radiation.

Ü Operate the copier only in accordance with the instructions provided in this manual.

This is a semiconductor laser copier.

The maximum radiation capacity of the laser diode is:
Di251 5 mW
Di351 15 mW.

The wavelength is:
Di251 770 - 795 nm
Di351 775 - 795 nm

Noise Emission

Device Noise Control Regulations 3 GSGV, 1/18/1991: The acoustic noise at the operator's workplace is equal to or less than 70 dB (A), according to EN 27779.

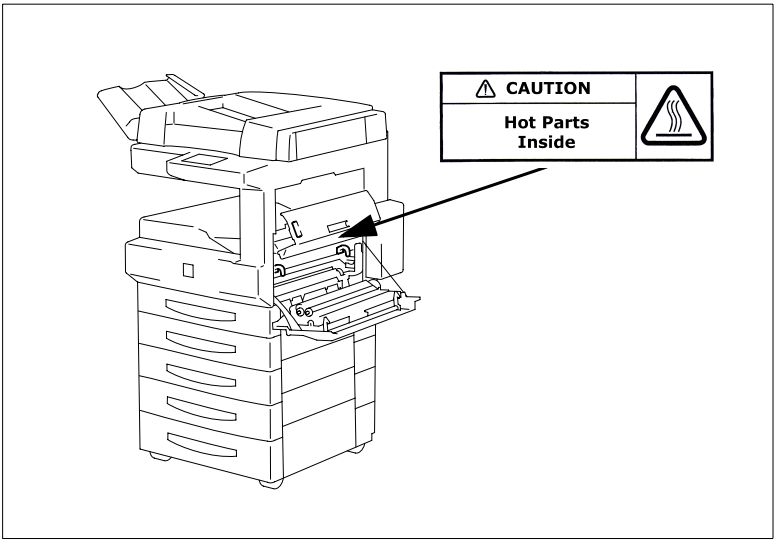
Safety Label

Safety labels indicate hazard areas.

Ü Use this operating manual to familiarise yourself with the hazards before carrying out any activity in a hazard area.

Safety label on the heating unit

The safety label is located inside the unit at the position marked below.



WARNING

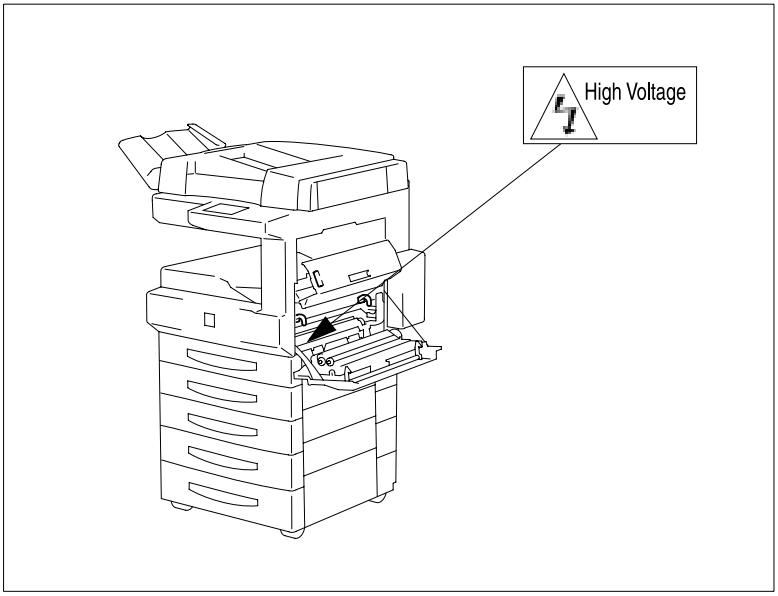
Danger of burning from the heating unit!
The heating unit may reach temperatures of up to 120°C.

Ü Never touch the heating unit.

Ü Do not touch areas designated with this symbol: ⚠ .

Safety label inside the copier

The safety label is located inside the unit at the position marked below.



DANGER

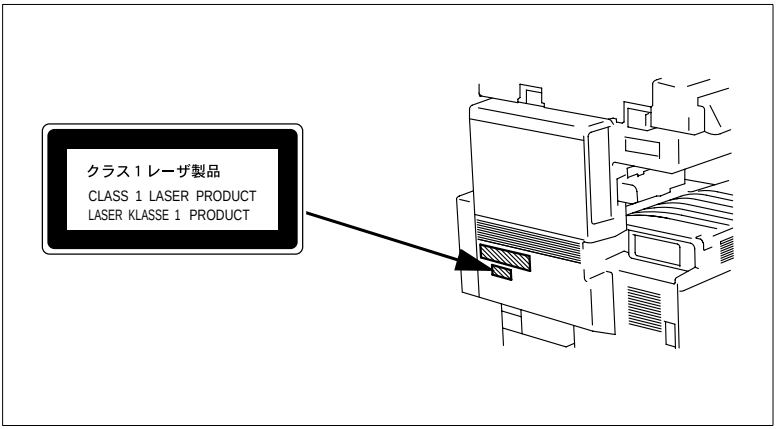
Danger! High Voltage!

Improper operation of the copier can result in personal injury caused by electric shock.

Ü Operate the copier only in accordance with the instructions provided in this manual.

Safety label on the back of the unit

The safety label is located on the back of the unit at the position marked below.



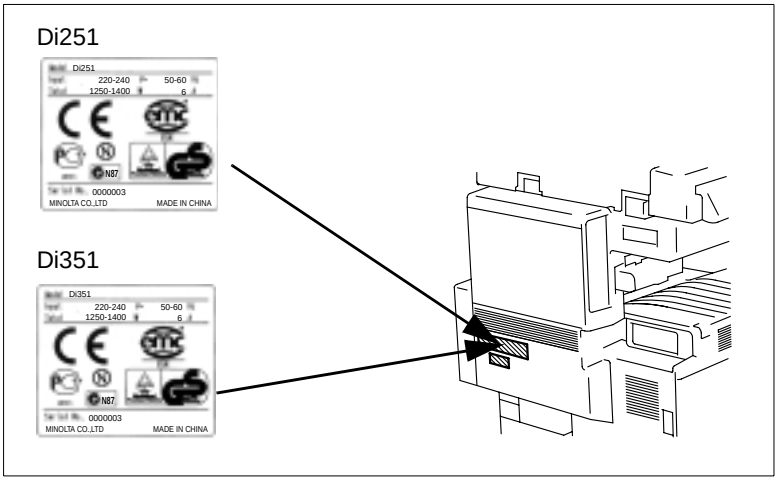
DANGER

Hazardous laser radiation!
Improper operation of the copier can result in release of dangerous radiation.

Ü Operate the copier only in accordance with the instructions provided in this manual.

Data on the Manufacturer's Name Plate

The manufacturer's name plate for the copier is located on the back of the unit at the position marked below.



The following data is provided on the manufacturer's name plate:

Model name	
Power requirement data Max. power consumption	Rated current data
Certifications	
Serial number of the copier Manufacturer	Country where manufactured

For further information on the certifications on the manufacturer's name plate, see page 8-24.

Write down the model name and serial number, which are specified on the type label, in the table below.

Model:	
Serial No.:	

2.4 Transporting the Copier

If you need to transport the copier, please consult your technical representative.

2.5 Setting up the Copier

Environmental Requirements

The optimal environmental requirements of the copier are as follows.

- Temperature from 10°C to 32°C
  (maximum fluctuation of 10°C per hour)
- Humidity of 15% to 85%
  (maximum fluctuation of 10% per hour).

Installation Site

The installation site must meet the following requirements:

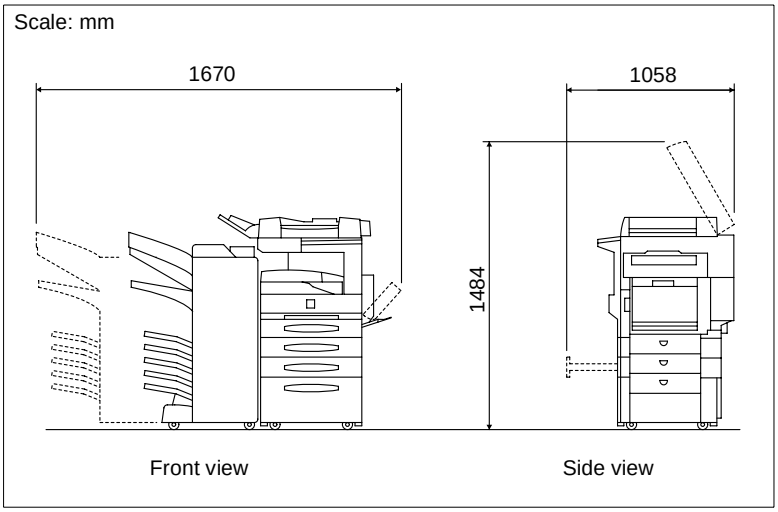
- An area that is dry and free of dust
- A level surface free of undue vibrations
- Free from flammable gases such as ammonia
- Provision for good ventilation
- A location away from curtains or other easily ignited materials
- Away from personnel so that no one is subjected to the direct exhaust air of the copier.

The unit must be protected from the following influences:

- Splashing liquids
- Direct sunlight
- Strong temperature fluctuations
- Direct airflow from heating or air conditioning units.

Space Requirements for the Copier

Be sure to allow a clearance of 150 mm or more behind the copier. This will ensure good ventilation. Furthermore, allow a clearance of about 310 mm between the right side of the cabinet and the wall to provide sufficient access for changing the toner bottle.



This information is applicable to the basic unit, including AFR-17, FN-504, PF-118, PF-119 and AD-15.

Storing Supplies

Ensure that supplies are stored:

- In their sealed original packaging materials
- Protected from direct sunlight and heat sources
- In a cool, dry, dust-free location
- Out of the reach of children.

WARNING

Toner can be hazardous to your health!
Toner is harmful if swallowed.

Ü If you get any toner on your hands, immediately wash them thoroughly with soap and cold water.

2.6 Connecting the Copier

The copier needs a reliable, consistent power supply. Please call your in-house technical support if required.

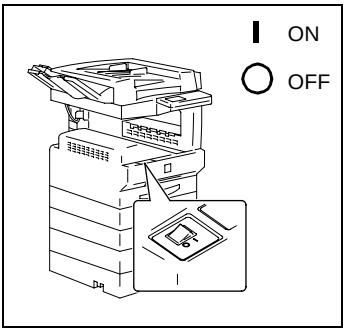
The allowable values for the power supply and the frequency range can be found in the technical information. For more information, see page 8-7.

2.7 Switching the Copier On and Off

Switching the Copier On

Ü Press the power switch to the ON position.

The [START] indicator key on the control panel is red.
After a few seconds the following message is shown on the touch screen: *"Now warming up. Ready to scan".*



After switching on the copier, all functions are at their default settings. When the copier is shipped, the following default settings apply:

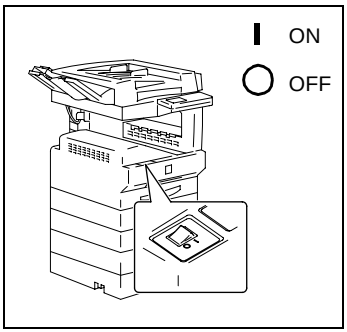
- Number of copies: 1
- Paper Feed: Auto Paper Mode
- Zoom Factor: × 1.000
- Exposure: Auto Exposure Mode (Text Mode)
- Finishing: Non-sort
- Copy mode: From 1-sided original to 1-sided copy.

You can change the default settings in the User's Choice. For more information, see page 6-1 and the following pages.

Switching the Copier Off

Ü Press the power switch to the OFF position.

The touch screen indicator is no longer lit up. The copier is turned OFF.



- . . .

Help save energy!
The copier has several energy-saving functions:

Energy Save Mode:
Energy save mode is automatically activated approximately 15 minutes after the last copy activity.

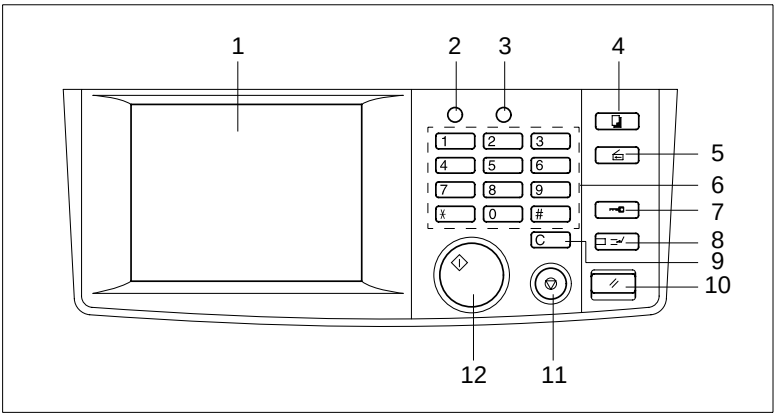
***Auto Shut Off**:*
(Only if no printer controller is installed.)
The copier is automatically shut off approximately 90 minutes after the last copy activity.

***Auto Shut Off (Sleep Mode)**:*
(Only when a printer controller is installed.)
The copier is switched to sleep mode approximately 60 minutes after the last copy activity. In sleep mode, the copier uses less power than in Energy Save mode.

The idle time before energy save mode is automatically activated can be changed in the User's Choice settings. For more information, see page 6-8 and the following pages.

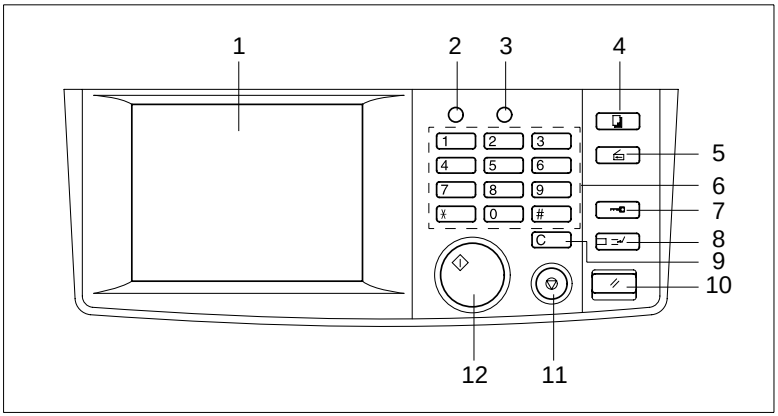
2.8 Control Panel Keys and Indicators

Overview



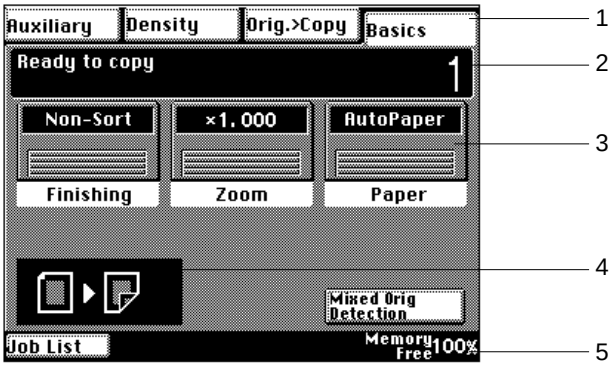
Item	Name	Element	Description
1	Touch Screen	–	Touch-sensitive control panel
2	Utility	Key	Use this to call up various utilities.
3	Mode Check	Key with indicator	Calls up an overview of the current copier settings and calls up the copy program functions.
4	Copy mode	Key with indicator	Activate copy mode. • Indicator lights up: Copy mode is active.
5	Scanning mode	Key with indicator	Activate scanning mode. • Indicator lights up: Scanning mode is active.
6	Keypad	Keys	Setting values
7	Only active if administrator numbers have been set up:		
	Access (Access Mode Key)	Key	Use to confirm a specified access code.
8	Interruption	Key with indicator	Interruption of a copy cycle. • Indicator lights up: Copy cycle is interrupted.

. . . continued on next page



Item	Name	Element	Description
9	C (Clear)	Key	Delete values and settings with using the numeric keypad.
10	Panel Reset	Key	Resets copier to default settings.
11	Stop	Key	Stops a copy or scan cycle.
12	Start	Key with indicator	Starts a copy or scan cycle. • Indicator lights up green: The copier is ready for operation. • Indicator lights up red: The copier is not ready for operation.

The Touch Screen



Item	Name	Element	Description
1	Index	Keys	Opens an index card with specific copier settings. • Basics • Original > Copy • Density • Auxiliary functions
2	Display Panel	Indicator	Shows messages and the number of copies.
3	Basics menu	Keys	Recalls the basic copier settings. • Paper • Zoom • Finishing
4	Current settings	Indicator	Indicates current copier settings.
5	Supplementary display	Indicator	Displays free system memory. Key for calling up the job list. Displays icons pertaining to the current copier status.

2.9 The Touch Screen

Operating the Touch Screen

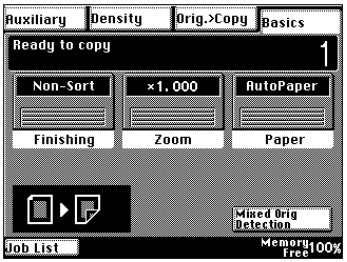
CAUTION

Incorrect handling can cause damage to the copier!
The touch screen surface is glass. Incorrect handling can cause damage to the touch screen.

- Ü Never place heavy objects on the touch screen.
- Ü Always touch the surface of the touch screen carefully.
- Ü Do not press hard on the surface.
- Ü Do not bring pointed objects into contact with the surface of the touch screen.

The copier has a touch screen. A touch screen is a display that is sensitive to the touch. You can use the touch screen to make settings on the copier and control copy cycles.

- Ü You can select a function or make settings by lightly touching a key on the touch screen.

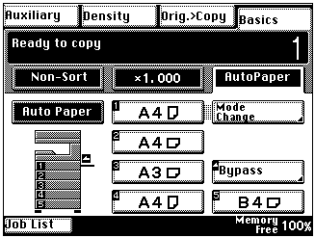
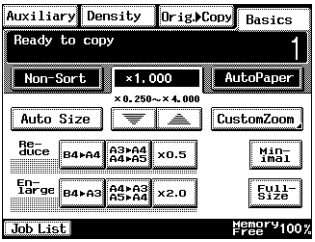
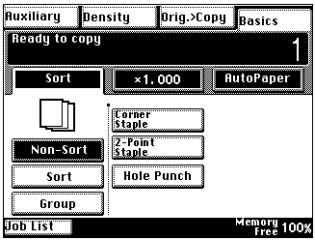


- . . .

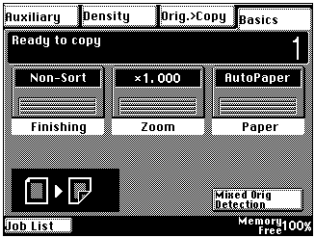
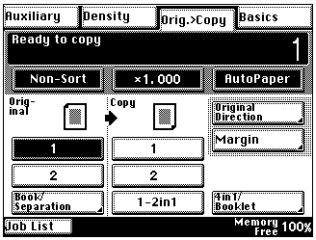
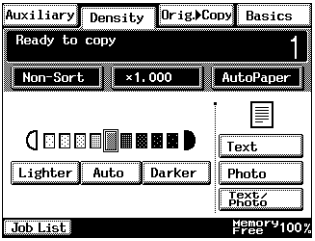
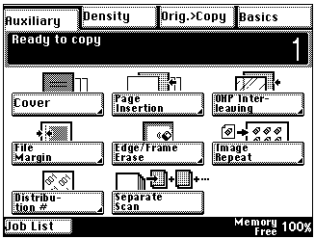
  Touch screen displays may be different!
  The displays on the touch screen partly depend on the equipment of the copier. The displays shown in this user manual may be slightly different from the displays on your copier.

Structure of Touch Screen Menus

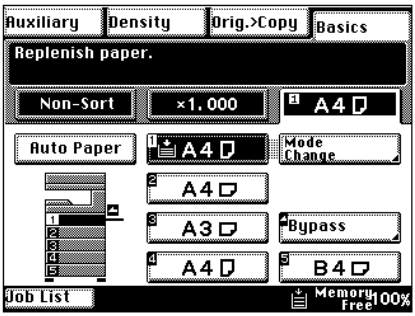
The “Basics“ index card is divided into three sections: Paper, Zoom and Finishing. You can switch between the sections using the Basics menu keys.

Sections	Indicator on the Touch Screen
Paper	
Zoom	
Finishing	

You can switch between the four settings screens using the index keys.

Settings Screens	Indicator on the Touch Screen
Basics For more information, see page 4-1.	
Orig.>Copy For more information, see page 4-42.	
Density For more information, see page 4-57.	
Auxiliary For more information, see page 4-61.	

2.10 Adding Paper



If the currently selected paper drawer is empty. . .

- A message is displayed on the touch screen.
- The current copy process is interrupted.
- The empty drawer blinks.

Ü Add copy paper to the empty paper tray. Then you can continue running the copy job.

Filling the 1st Drawer

The 1st drawer is a universal drawer.

The universal drawers can be set for different paper sizes.

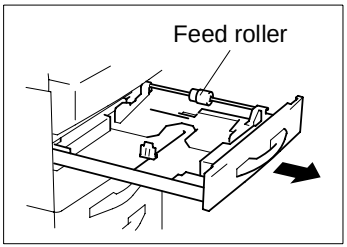
Note the following important information!	
Capacity:	250 sheets of plain paper (80 g/m^2) 50 sheets of special paper
Types of paper:	Plain paper, recycled paper (60 g/m^2 up to 90 g/m^2) Thick paper (91 g/m^2 up to 160 g/m^2) OHP transparencies, labels
Paper sizes:	A3 L to A5 (fixed setting)

CAUTION

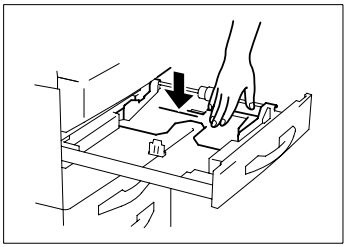
Incorrect use can cause the copier to malfunction!
Touching the feed rollers in the paper trays can soil their surfaces. This can cause incorrect feeding.

Ü Never touch the feed roller.

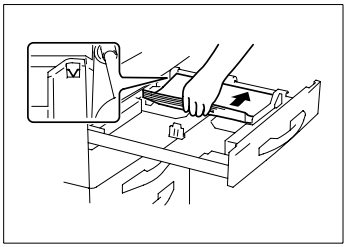
1 Carefully pull the paper drawer out as far as it will go.



2 Press the paper lifting plate down until it locks.



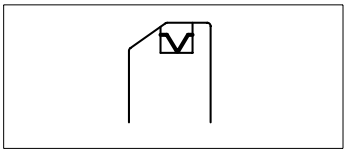
3 Position the copy paper between the paper size limiters. The side that is to be printed must be up.



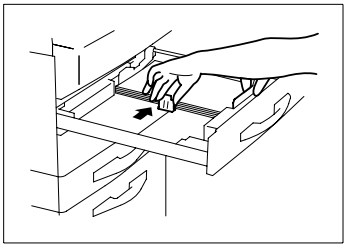
? *Did you load special paper (OHP films, labels, etc.)?*

Ü Before starting the copy job, be sure to set the correct paper type. For more information, see page 4-4.

4 Ensure that the maximum paper filling height is not exceeded (see mark on inside of the paper drawer).



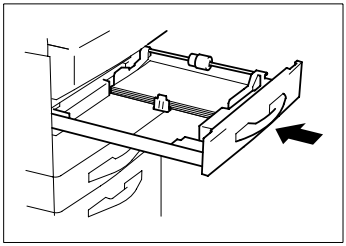
5 Adjust the paper guides to fit the size of the loaded paper exactly.



? *Did you load a custom paper size?*

Ü Before starting the copy job, be sure to set the paper size. For more information, see page 4-6.

6 Close the paper drawer carefully.



Filling the 2nd Drawer

This paper drawer is designed to hold one paper size.

This drawer can be modified by a technical representative to hold a different paper size.

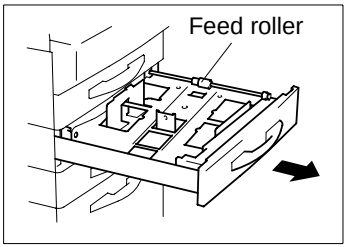
Note the following important information!	
Capacity:	500 sheets of plain paper (80 g/m^2)
Types of paper:	Plain paper, recycled paper (60 g/m^2 up to 90 g/m^2) Thick paper (91 g/m^2 up to 160 g/m^2) OHP transparencies, labels
Paper sizes:	A3 L to A5 (fixed setting)

CAUTION

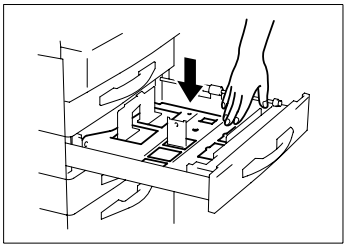
Incorrect use can cause the copier to malfunction!
Touching the feed rollers in the paper trays can soil their surfaces. This can cause incorrect feeding.

Ü Never touch the feed roller.

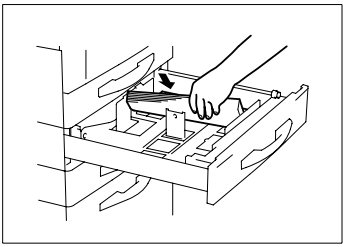
1 Carefully pull the paper drawer out as far as it will go.



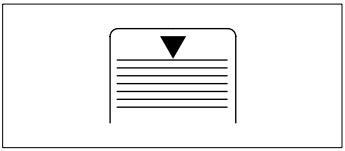
2 Press the paper lifting plate down until it locks.



3 Position the copy paper between the paper size limiters. The side that is to be printed must be up.



4 Ensure that the maximum paper filling height is not exceeded (see mark on inside of the paper drawer).



5 Close the paper drawer carefully.

Filling the PF-119 Paper Drawer (Optional)

This paper drawer is designed to hold one paper size.

This drawer can be modified by a technical representative to hold a different paper size.

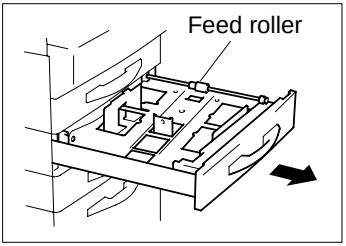
Note the following important information!	
Capacity:	500 sheets of standard paper
Types of paper:	Plain paper, recycled paper (60 g/m^2 up to 90 g/m^2)
Paper sizes:	A3 L to A4 (fixed setting)

CAUTION

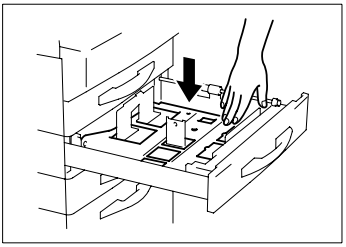
Incorrect use can cause the copier to malfunction!
Touching the feed rollers in the paper trays can soil their surfaces. This can cause incorrect feeding.

Ü Never touch the feed roller.

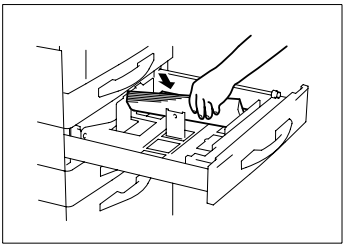
1 Carefully pull the paper drawer out as far as it will go.



2 Press the paper lifting plate down until it locks.

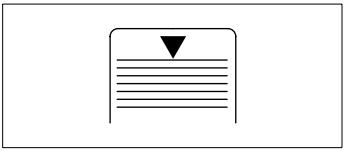


3 Position the copy paper between the paper size limiters. The side that is to be printed must be up.



4 Ensure that the maximum paper filling height is not exceeded (see mark on inside of the paper drawer).

5 Close the paper drawer carefully.



Filling the PF-118 Paper Drawer (Optional)

This paper drawer is a universal drawer.

The universal drawers can be set for different paper sizes.

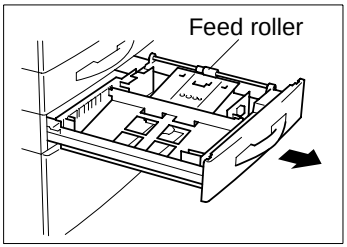
Note the following important information!	
Capacity:	500 sheets of standard paper
Types of paper:	Plain paper, recycled paper (60 g/m^2 up to 90 g/m^2)
Paper sizes:	A3 L to A4 (variable setting)

CAUTION

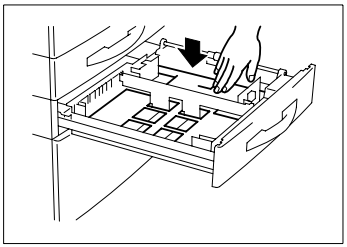
Incorrect use can cause the copier to malfunction!
Touching the feed rollers in the paper trays can soil their surfaces. This can cause incorrect feeding.

Ü Never touch the feed roller.

1 Carefully pull the paper drawer out as far as it will go.



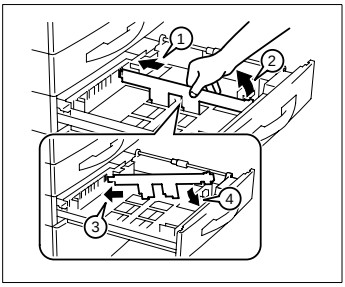
2 Press the paper lifting plate down until it locks.



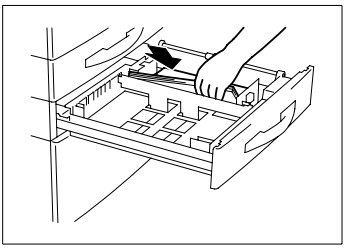
3 Adjust the side paper guides to fit the size of the copy paper.

? *How do the paper guides come out?*

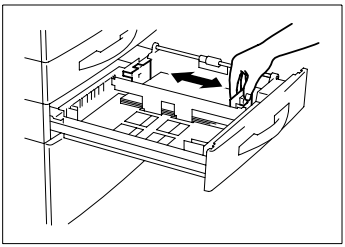
Ü Gently push the paper guides toward the copier and lift the far end out of its guide.



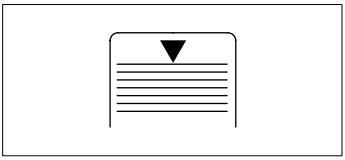
4 Position the copy paper between the paper size limiters. The side that is to be printed must be up.



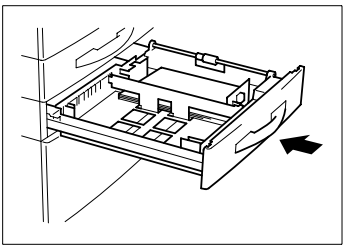
5 Adjust the side paper guides to fit the size of the loaded copy paper.



6 Ensure that the maximum paper filling height is not exceeded (see mark on inside of the paper drawer).



7 Close the paper drawer carefully.



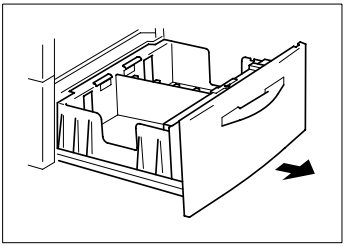
Filling the PF-117 Large Capacity Cassette (Optional)

This paper drawer is designed to hold one paper size.

This drawer can be modified by a technical representative to hold a different paper size.

Note the following important information!	
Capacity:	2,500 sheets of plain paper (80 g/m^2)
Types of paper:	Plain paper, recycled paper (60 g/m^2 up to 90 g/m^2)
Paper sizes:	A4 C, Letter C, B5 C

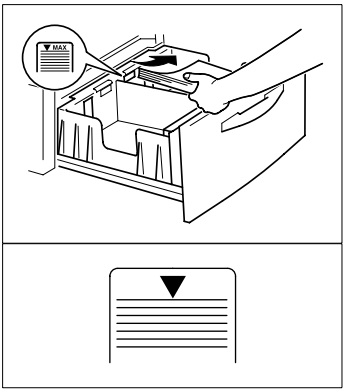
1 Carefully pull the paper drawer out as far as it will go.



2 First insert copy paper into the right half of the paper drawer. The side that is to be printed must be up.

3 Position the long side of the paper stack at the right-hand side of the paper drawer.

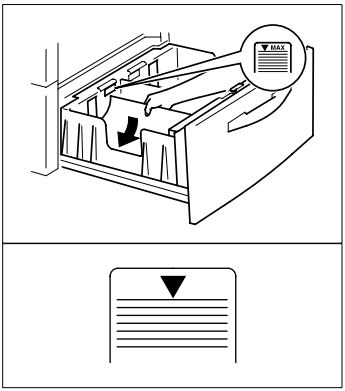
4 Ensure that the maximum paper filling height is not exceeded (see mark on inside of the paper drawer).



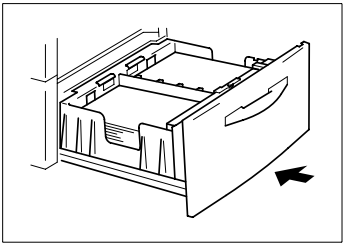
5 Place another stack of paper into the left half of the paper drawer. The side that is to be printed must be up.

6 Position the long side of the paper stack at the left-hand side of the paper drawer.

7 Ensure that the maximum paper filling height is not exceeded (see mark on inside of the paper drawer).



8 Close the paper drawer carefully.



Placing Copy Paper onto the Single Feed Tray

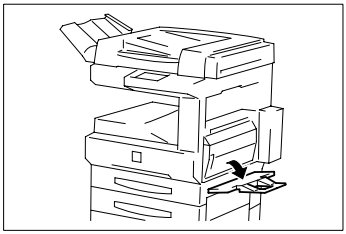
Use the single document feed tray to feed individual copy sheets, for example of special paper, into the copier.

Note the following important information!		
Capacity:	1 sheet	
Types of paper:	Plain paper, recycled paper (60 g/m^2 up to 90 g/m^2) Thick paper (91 g/m^2 up to 160 g/m^2) OHP transparencies, labels	
Paper sizes:	max. size min. size	297 × 432 mm 90 × 140 mm

1 Load the original into the document feeder. If necessary, make additional copier settings.

2 Lower the single feed tray.

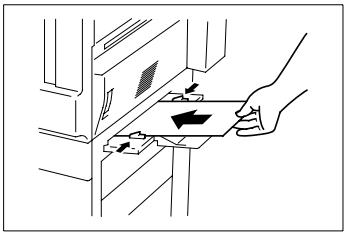
3 Set the guide plates for the copy paper width.



4 Place the copy paper directly onto the tray. The side that is to be printed must be down.

5 Specify the paper size for type. For more information, see page 4-13.

6 Start the copy cycle by touching [START].

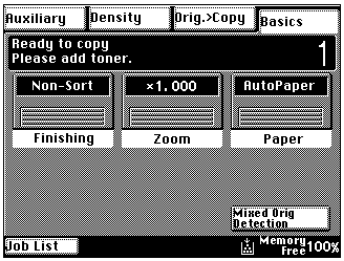


? *Does each copy cycle have to be restarted for multiple copies?*

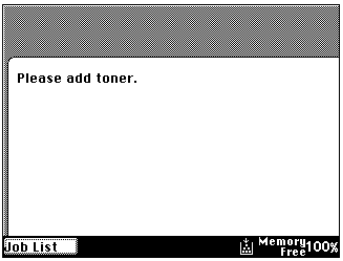
Ü No. The copy cycle needs to be started only once. The subsequent copy paper is fed in as it was loaded.

2.11 Replacing the Toner Bottle

Use only the toner bottles suitable for this copier. Original accessories and materials guarantee the best output quality and minimum maintenance. For further information, consult your technical representative.



Toner bottle almost empty



Toner bottle empty

When the toner bottle is almost empty . . .

- A message is displayed on the touch screen.
- You can still make copies, but they will become lighter and lighter..

Ü When this occurs, replace the toner bottle as soon as possible.

When the toner bottle is empty . . .

- A message is displayed on the touch screen.
- The current copy process is stopped.

Ü When this occurs, replace the toner bottle. Then you can continue running the copy job.

- . . .

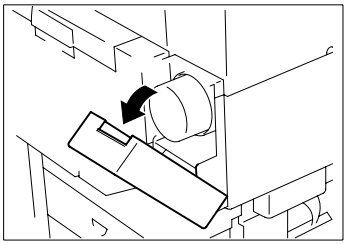
Protecting the environment . . .
Dispose of the used toner bottle in an environmentally friendly manner. For more information, see page 1-2.

WARNING

Toner can be hazardous to your health!
Toner is harmful if swallowed.

- Ü If you get any toner on your hands, immediately wash them thoroughly with soap and cold water.
- Ü Do not drop the toner bottle from a height of more than 1 m. This may damage the toner bottle. Toner may escape from the bottle.

1 Swing the cover for the toner unit down.

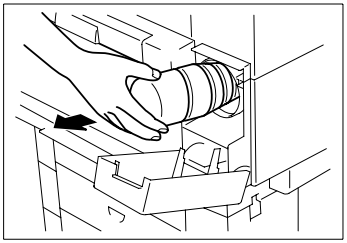


2 Carefully pull the toner bottle out.

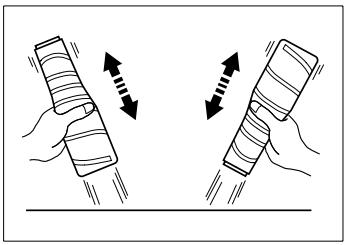
? *Is the bottle stuck or hard to pull out?*

The cover for the toner unit opened while the toner bottle was turning.

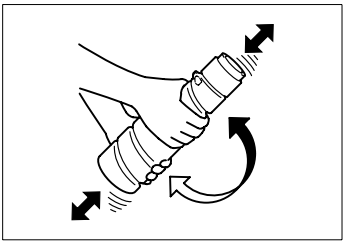
- Ü Close the cover. Wait until the toner bottle stops turning. Then you should be able to remove the bottle.



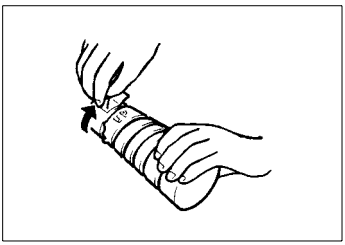
3 Tap the new toner bottle against a hard surface to loosen any clumps of toner.



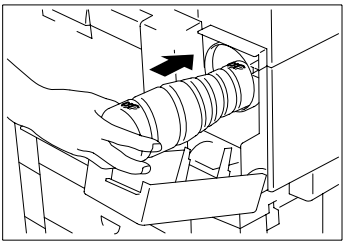
4 Shake the new toner bottle a few times.



5 Carefully remove the seal from the toner bottle.

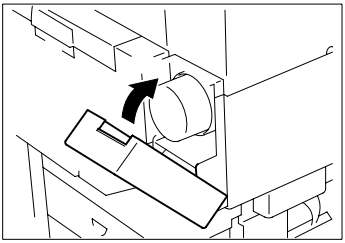


6 Position the new toner bottle in the toner bottle holder. Be sure the side labelled "UP" on the toner bottle is pointed upwards when doing so.



7 Close the cover of the toner bottle.

The copier will begin to refill the toner supply. Do not switch it off during this period. Do not open any doors on the copier.

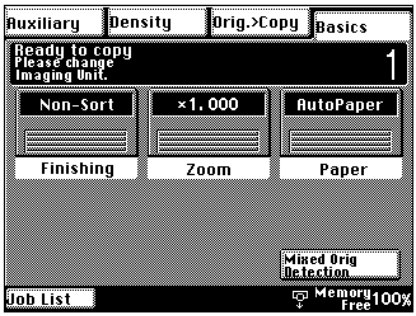


- ...

Copies still too light?

If copies are still too light immediately after replacing the toner bottle, you can activate the toner replenisher function. For more information, see page 6-28.

2.12 Replacing the Imaging Unit



When the service life of the imaging unit has run out . . .

- A message is displayed on the touch screen.
- You can still make copies, but the quality of them cannot be guaranteed.

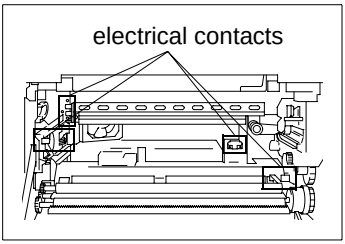
Ü Replace the imaging unit as soon as possible.

- **. . .**
  Protecting the environment . . .
  Dispose of the used imaging unit in an environmentally friendly manner. For more information, see page 1-2.

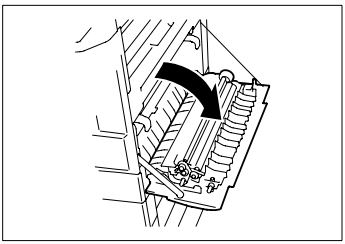
WARNING

Incorrect handling can cause damage to the copier!
When the right door (R1) is open, electrical contacts are within reach. Touching the contacts can cause an electrostatic discharge, resulting in damage to the unit.

Ü Do not touch the electrical contacts.



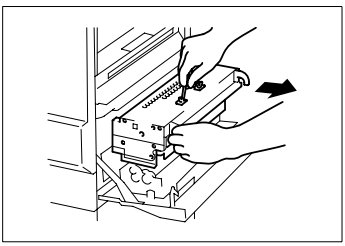
1 Open the right door (R1).



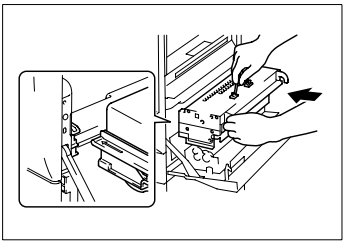
2 Carefully pull the used imaging unit out by the green hooks.

3 Take hold of the handle of the used imaging unit and lift it carefully out of its holder.

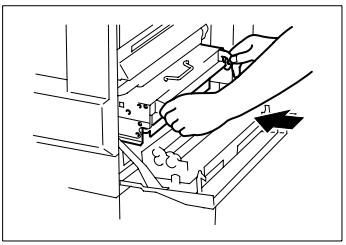
4 Shake the new imaging unit a few times back and forth while holding it horizontally.



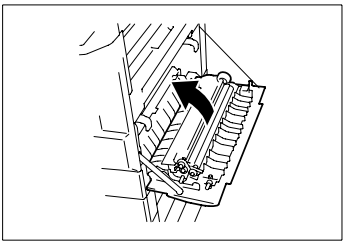
5 Align the green marks on the imaging unit with the marks on the copier. Put the new imaging unit into the holder.



6 Take the imaging unit by the green hooks. Push the imaging unit into the holder until it clicks into place.

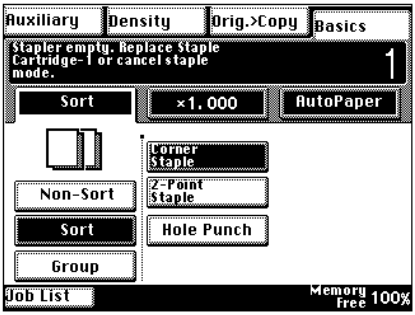


7 Close the right door (R1).



2.13 Replacing the Staple Cartridge

Use only the staple cartridges suitable for this copier. Original accessories and materials guarantee the best quality and minimum maintenance. For further information, consult your technical representative.



When a staple cartridge is empty . . .

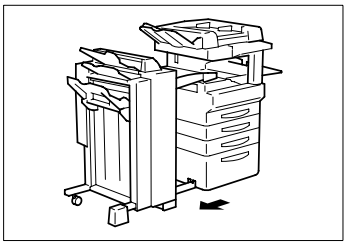
- A message is displayed on the touch screen.
- You can continue copying without the stapling feature.

Ü Replace the staple cartridge.

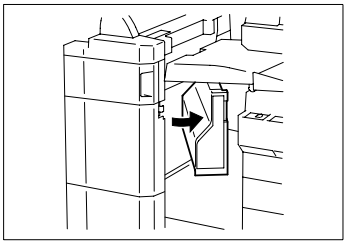
Finisher FN-109

The FN-109 finisher has two staple units.

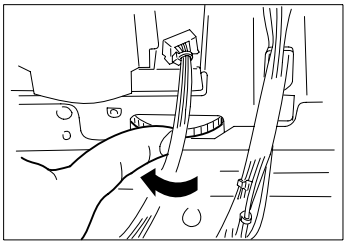
1 Hold the recessed grip at the top of the finisher. Pull the finisher carefully from the copier.



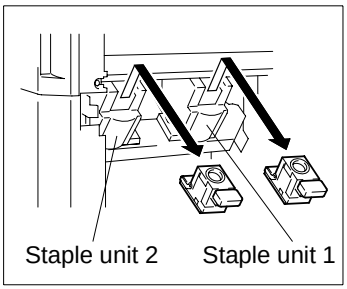
2 Open the cover at the right of the finisher (FN7).



3 Rotate the green dial to the left to move the staple units to the centre position.

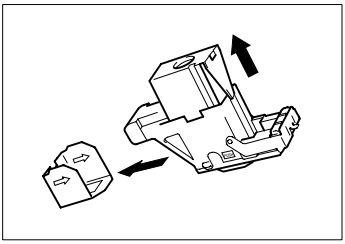


4 Pull the empty staple unit carefully from the holder.

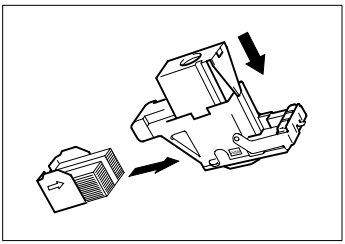


5 Press the correspondingly marked position on the stapler unit.

This releases the upper part of the stapler unit. You can now remove the empty staple magazine.

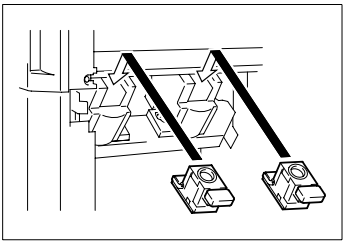


6 Position a new staple cartridge. Carefully remove the seal from the staples.

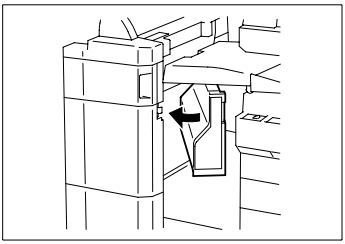


7 Position the staple unit back in the holder.

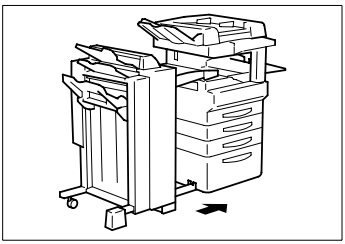
The staple unit should click into the holder.



8 Close the right cover (FN7) of the finisher.



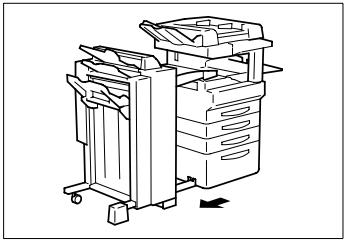
9 Slide the finisher carefully back to the copier.



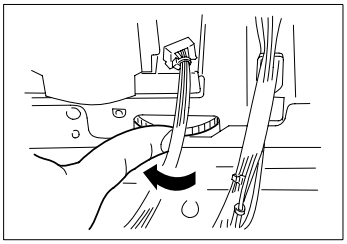
Finisher FN-110

The FN-110 finisher has one staple unit.

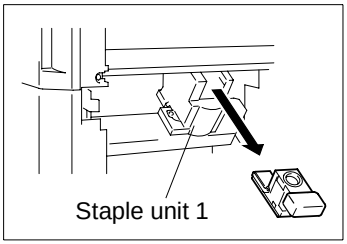
1 Hold the recessed grip at the top of the finisher. Pull the finisher carefully from the copier.



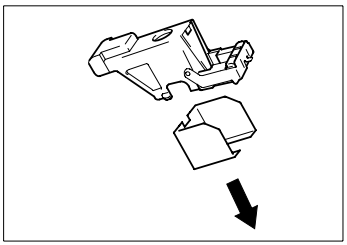
2 There is a green dial on the right of the finisher. Rotate the green dial to the left to move the staple unit to the centre position.



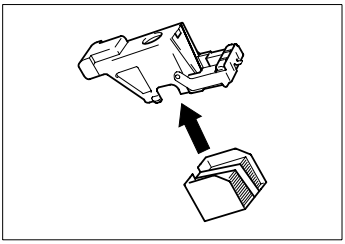
3 Pull the staple unit carefully from the holder.



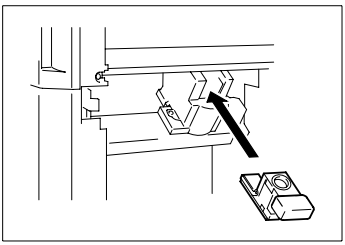
4 Remove the empty staple cartridge from the staple unit.



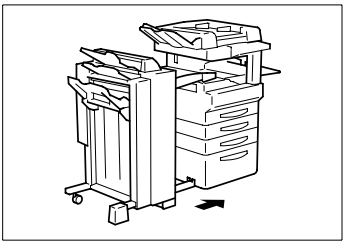
5 Position a new staple cartridge. Carefully remove the seal from the staples.



6 Position the staple unit back in the holder.



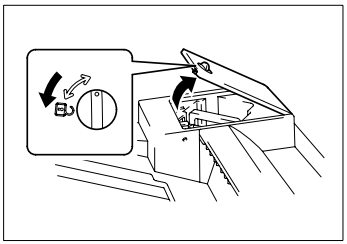
7 Slide the finisher carefully back to the copier.



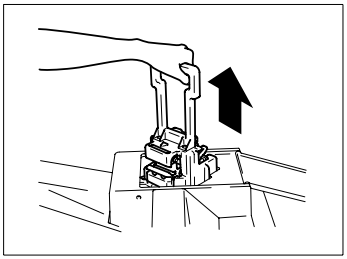
Mailbin Finisher FN-504

The mailbin finisher is equipped with a stapler unit.

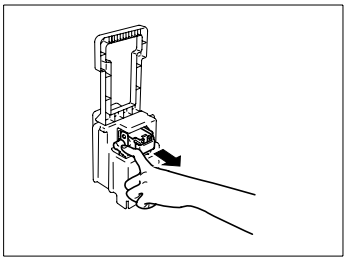
1 Push and hold the button. While holding it, turn it counterclockwise to open the cover of the stapler unit.



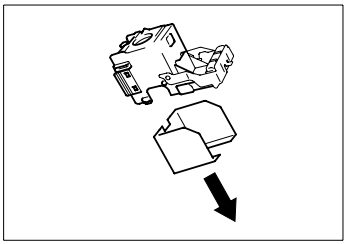
2 Pull the stapler unit out of its bay.



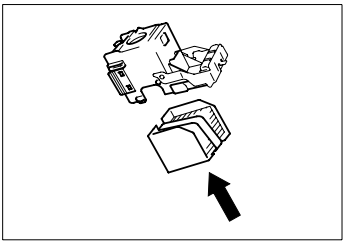
3 Press the green lever down. Pull the stapler unit out.



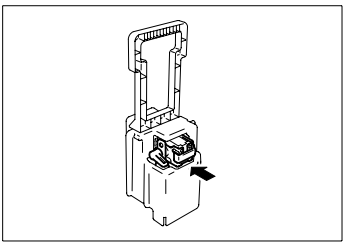
4 Remove the empty staple cartridge from the staple unit.



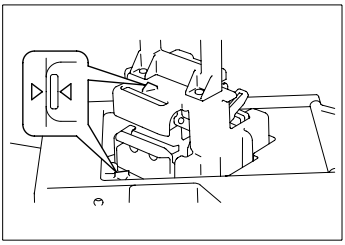
5 Position a new staple cartridge. Carefully remove the seal from the staples.



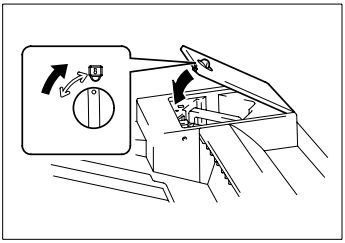
6 Position the staple cartridge into the staple unit.



7 Align the arrows with each other. Position the staple unit back in the holder bay.



8 Push and hold the button. While holding it, turn it clockwise to close the cover of the stapler unit.



2.14 Shutting Down the Copier

When shutting down the copier for long periods of time, follow these instructions:

- Remove the power plug from the outlet.
- Store the unit in a dry, dust-free room.
- Ensure that the unit is not subject to vibrations.

Protect the machine from:

- Splashing liquids
- Direct sunlight
- Strong temperature fluctuations
- Direct airflow from heating or air conditioning units.

2.15 Please Observe these Precautions

. . . when using your copier:

- Never place objects of more than 3 kg on the copier.
- Never open any doors or turn the copier off while making copies.
- Never bring magnetised objects or use flammable sprays near the copier.
- Never use sharp objects inside the open copier.

2.16 Proper Use of Your Copier

The copier may only be used for the tasks described in this manual. Any other applications are considered inappropriate.

Using the copier incorrectly can lead to serious personal injury and/or damage to products and articles. Claims and liability and/or guarantees are voided by damage incurred through incorrect use.

Certain types of documents may not be copied for further use or with the intent to pass copies of such documents off as the original.

These include:

- Money
- Stamps (cancelled or uncancelled)
- Personal identification cards
- Vehicle registration documents
- Copyrighted materials (without the permission of the copyright holder).

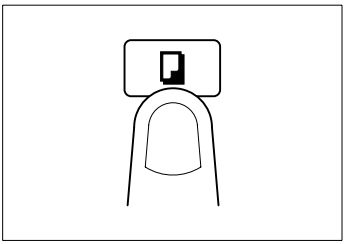
If you are not sure whether a certain document may be copied, please consult the relevant public authorities.

3 Initial Steps . . .

3.1 Step-by-Step Instructions on Copying Your Documents

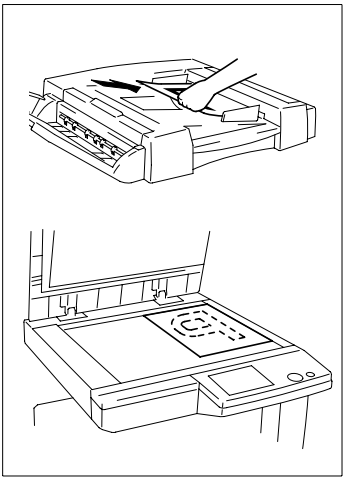
This copier gives you a wide range of options for making copies. Always maintain a specific sequence when selecting the modes. You can then be certain that you have not forgotten anything.

1 Press [COPY MODE] on the control panel to activate copy mode.



2 Load the originals:

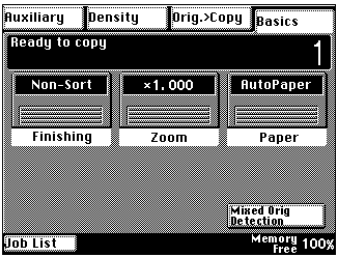
- Load the originals face-up into the automatic document feeder.
  Or
- Lift the original cover. Place the original face down on the original glass.



3 Change any one of the basic settings, if necessary:

- Paper
- Zoom
- Finishing

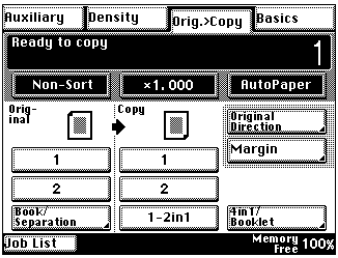
For more information, see page 4-1.



4 If necessary, change the Original>Copy settings, e.g.:

- 1-sided > 1-sided
- 2-sided > 1-sided
- Book > 2-sided

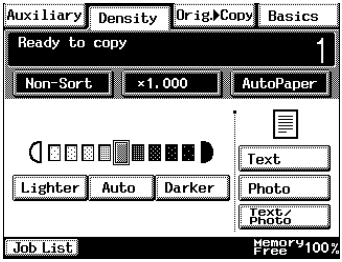
For more information, see page 4-42.



5 If necessary, change the Density settings, e.g.:

- Auto Exposure
- Manual Exposure
- Density Mode

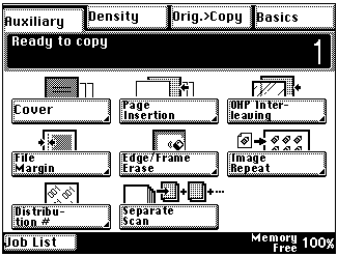
For more information, see page 4-57.



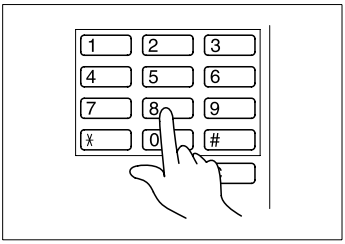
6 If necessary, select an Auxiliary function, e.g.:

- Cover
- File Margin
- Distribution #

For more information, see page 4-61.



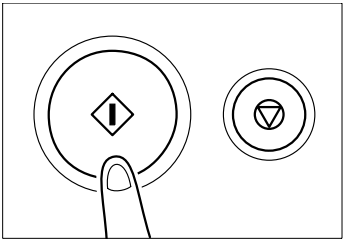
7 From the numeric keypad, set the desired number of copies to be made.



? *Did you enter an incorrect number?*

Ü Press [C] on the control panel. Enter the number of copies again.

8 Start the copy cycle by touching [START].



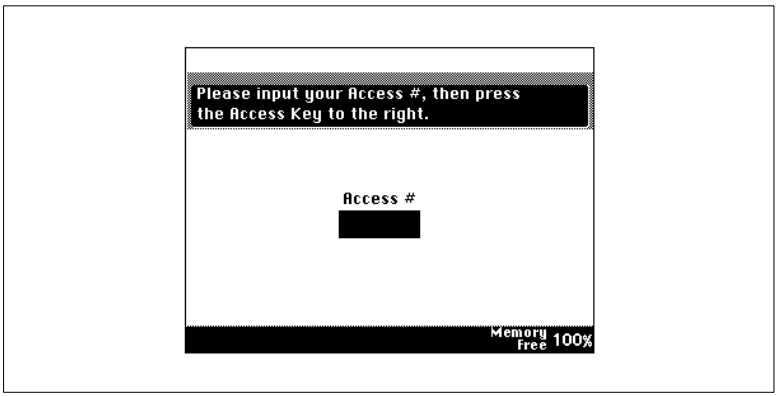
? *Do you want to cancel the copy cycle?*

Ü Press [STOP] on the control panel.

3.2 Entering the Access Number

Access numbers can be set up to manage copy data. Copying is possible only after the copier has been enabled using a valid access number.

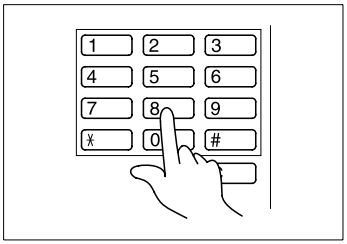
The following touch screen indicator prompts you for your access number.



1 Enter the access code using the numeric keypad.

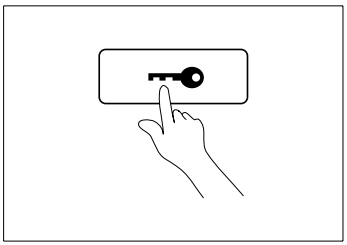
? *Did you enter an incorrect number?*

Ü Press [C] on the control panel. Enter the access number again.



2 Press [KEY] on the control panel to confirm your input.

The basic settings are displayed on the touch screen. The copier is enabled. You may now make copies.



Ü Press [KEY] before leaving the copier. This secures the copier again.

3.3 Checking Copier Settings

Check the copier settings before starting a complex copy cycle.

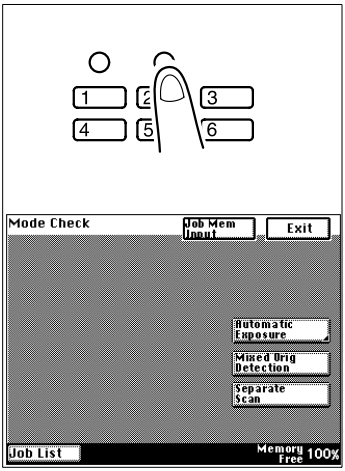
1 Press [MODE CHECK] on the control panel.

An overview of the current copier settings is shown.

2 ***only if necessary***
Touch a key to change the corresponding setting.

3 Press [EXIT] to confirm the copier settings.

The basic settings are shown again.



3.4 Entering the Number of Copies

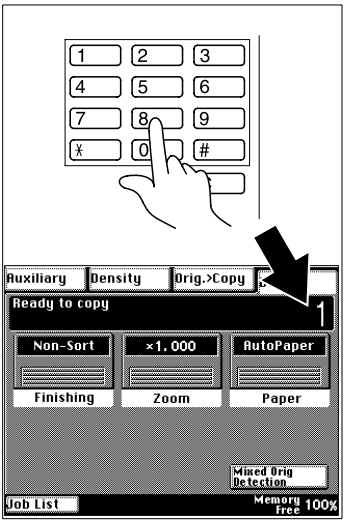
Input the number of copy sets that you wish to make from your original.

Ü Touch the corresponding keys on the numeric keypad.

The number of copies is shown on the touch screen in the upper right-hand corner.

? *Did you enter an incorrect number?*

Ü Press [C] on the control panel. Enter the number of copies again.

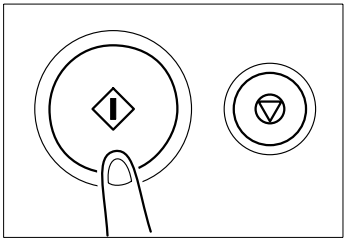


3.5 Starting the Copy Cycle

Start a copy cycle.

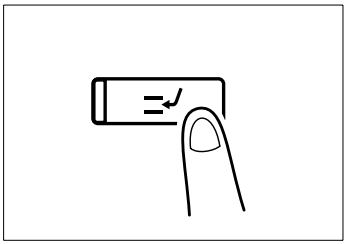
Ü Press [START].

The copy cycle starts.



3.6 Interrupting the Copy Cycle

Interrupt a time-consuming copy cycle to create a different copy set.



1 Touch the [INTERRUPT] key on the control panel.

The current copy cycle is interrupted. The [INTERRUPT] key on the control panel lights up. The copier is in interrupt mode.

2 Make the settings for the different copy cycle.

3 Press [START] to start the printout of the different copy cycle.

The copies are printed.

4 Once the interim copy cycle has finished, touch [INTERRUPT].

The interrupted copy cycle can be continued.

- . . .

Not all functions are available!

When you are working in interrupt mode, not all functions are available. For more information, see page 7-54.

3.7 Stopping the Copy Cycle

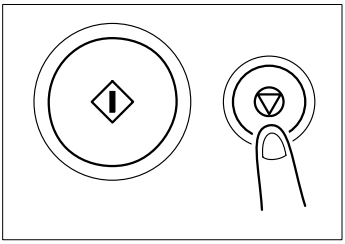
Stop a copy cycle to prevent further output of faulty copies.

1 Press [STOP].

The copy cycle stops.

2 Press [C] on the control panel.

The printing job is deleted. The copier settings are left unchanged.

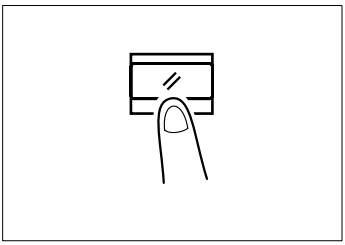


3.8 Resetting Copier Settings

Reset the copier to the default settings.

Ü Press [RESET] on the control panel of the copier.

The copier is reset to the default settings.



- . . .

Changing the default settings

You can change the default settings of the copier. For more information, see page 6-2.

3.9 Using the Document Feeders

WARNING

Incorrect operation may damage document feeders!
Not all originals are suitable for use with document feeders. If you process unsuitable originals using a document feeder, you may damage it.

Ü Use only suitable originals in document feeders.

Complex copying of single pages can be done quickly and easily using a document feeder. You do not need to place the originals manually.

Not all originals are suitable for use in document feeders. The following types of originals are not suitable:

- Carbon paper, paraffin paper and other very thin originals
- Thick paper
- Originals larger than A3 L or smaller than A5
- Translucent paper, OHP transparencies (overhead projector films)
- Folded, curled originals
- Punched, stapled originals
- Carbon-backed originals.

Ü Process unsuitable originals with the single feed tray. For more information, see page 3-10.
or
Place unsuitable originals on the original glass. For more information, see page 3-15.

Copying Originals using the Automatic Document Feeder

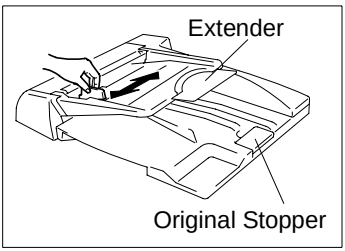
Feed originals with the automatic document feeder.

Note the following important information!		
Suitable originals for the automatic document feeder are:		
Type of originals:	• Single sheets of smooth standard paper • Multiple page feed	 52.5 to 81.4 g/m^2
Original size:	• 1/2-sided originals • with Mixed Original Detection	A3 L to A5 A3 L to A5 C

1 Set the document guide to the size of the original.

? *Are you copying originals that are larger than A4?*

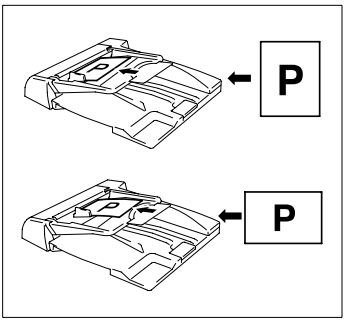
Ü Pull out the document feed tray extender and the original stopper.



2 Place up to 70 originals (80 g/m^2) in the automatic document feeder. The side that is to be copied must be up.

? *Do you have to load the originals differently than illustrated here?*

Ü Define the original document alignment. For more information, see page 4-47.



3 Ensure that the stack of originals does not exceed the maximum fill height (see ▼ mark on the document feeder).

4 Push the originals flush up against the feed chamber.

5 Start the copy cycle.

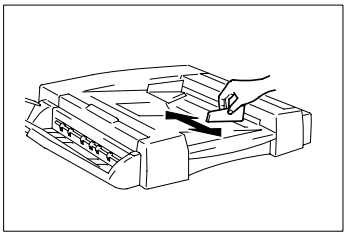
The originals are pulled in starting with the top sheet.

Processing Originals using the Duplexing Document Feeder

Feed originals with the duplexing document feeder.

Note the following important information!		
Suitable originals for the duplexing document feeder are:		
Type of originals:	• Single sheets of smooth standard paper	
	• Single feed	40.1 to 81.4 g/m^2
	• 1-sided originals	50 to 110 g/m^2
	• 2-sided originals	60 to 90 g/m^2
	• with Mixed Original Detection	60 to 90 g/m^2
Original size:	• 1/2-sided originals	A3 L to A5 L
	• with Mixed Original Detection	A3 L to A4

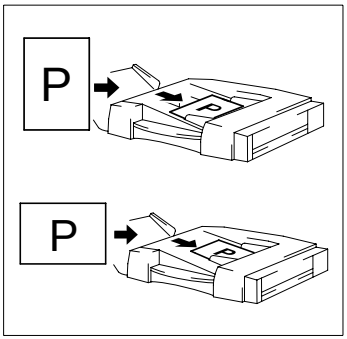
1 Set the document guide to the size of the original.



2 Place up to 50 originals (80 g/m^2) in the automatic document feeder. The side that is to be copied must be up.

? *Do you have to load the originals differently than illustrated here?*

Ü Define the original document alignment. For more information, see page 4-47.



3 Ensure that the stack of originals does not exceed the maximum fill height (see ▼ mark on the document feeder)

4 Push the originals flush up against the feed chamber.

5 Start the copy cycle.

The originals are pulled in starting with the top sheet.

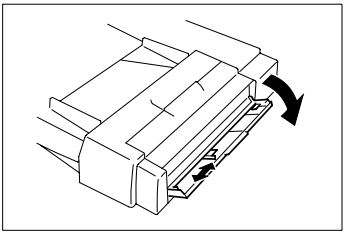
Using the Single Feed Tray (SADF)

The single feed tray can be used to feed originals that cannot be processed using the duplexing document feeder. To use it, you have to place the originals on the single feed tray one at a time.

Note the following important information!		
Originals suitable for the single feed tray:		
Type of originals:	• Single sheets of level, plain paper	35 g/m^2 to 200 g/m^2
Original size:	• A3L to A5L	

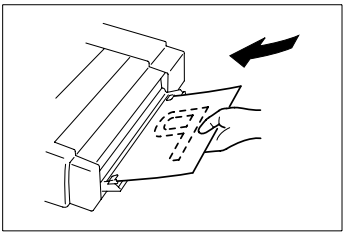
1 Lower the single feed tray cover.

2 Set the document guide to the size of the largest original.



3 Place the original on the single feed tray. The side that is to be copied must be down.

The original is automatically taken in and copied.



? *When can I load the next document?*

Ü Do not load the next original until the [START] button on the control panel lights green.

- • • •

Not all functions are available!

When working with the single feed tray, not all functions are available. For more information, see page 7-44.

Feeding Originals of Different Sizes

Feed originals of different sizes using a document feeder.

1 Load up to 50 originals into the document feeder. The side that is to be copied must be up.

2 Align the originals to the back guide plate.

3 Ensure that the stack of originals does not exceed the maximum fill height (see ▼ mark on the document feeder)

4 Push the originals flush up against the feed chamber.

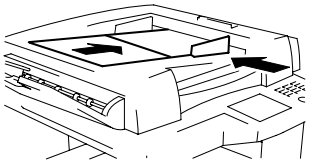
5 Set the document guide to the largest original.

6 Touch the [MIXED ORIG DETECTION] button.

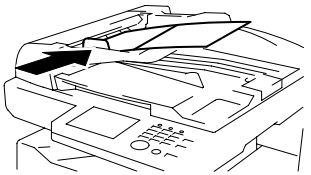
7 Start the copy cycle.

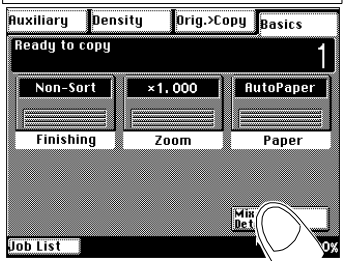
The originals are fed in automatically one after the other.

Duplexing Document Feeder



Automatic
Document Handler

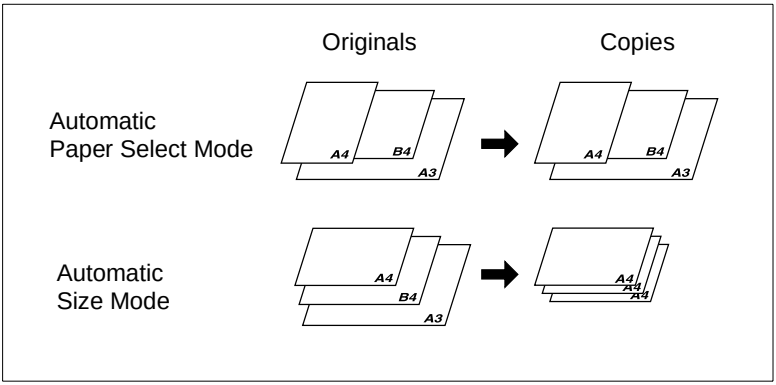




- . . .
  Many different sizes!
  You can set mixed original detection as the default mode using the User's Choice settings. For more information, see page 6-5.

- . . .
  The combination is the secret!
  Just combine Mixed Original Detection with the "Auto Paper" or "Auto Size" functions.

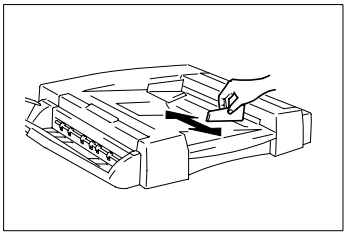
Combining Mixed Original Detection with the “Auto Paper “ or “Auto Size“ modes results in the following:



Loading 2in1 Originals for Page Separation

Load the 2in1 originals for page separation onto the duplexing document feeder or the automatic document feeder.

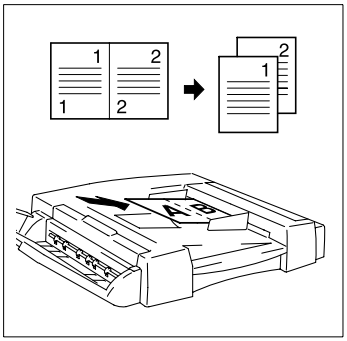
1 Set the document guide to the size of the original.



2 Load the originals into the document feeder. The side that is to be copied must be up.

3 Be to load the originals lengthwise on the automatic document feeder.

4 Ensure that the stack of originals does not exceed the maximum fill height (see ▼ mark on the document feeder).



5 Push the originals flush up against the feed chamber.

6 Start the copy cycle.

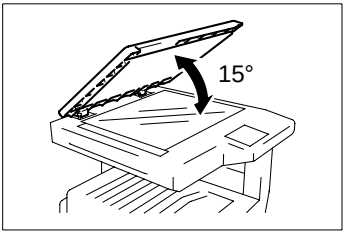
3.10 Placing Originals on the Glass

Place originals that cannot be processed by a document feeder onto the original glass.

Paper Originals and Transparent Originals

1 Raise the original cover by at least 15°.

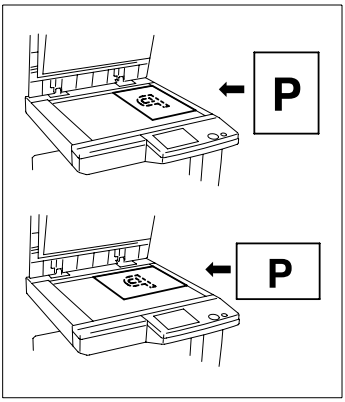
If the original cover is not open wide enough, the original size will not be detected automatically.



2 Place the original on the glass. The side that is to be copied must be down.

? *Do you have to load the originals differently than illustrated here?*

Ü Define the original document alignment. For more information, see page 4-47.

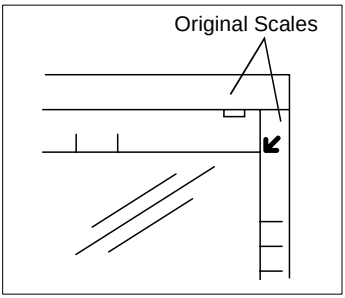


3 Slide the original to the upper right corner of the original glass.

4 Align the original with the Original Scales.

? *Is the original transparent?*

Ü Place a sheet of white paper of the same size on top of the original.



5 Close the original cover.

Books and Bound Originals

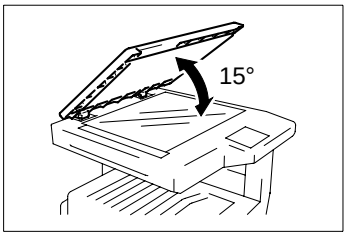
WARNING

Improper operation can damage the original glass!
Books weighing more than 3 kg or pressing the book firmly can damage the original glass.

- Ü Never place books weighing more than 3 kg onto the original glass.
- Ü Do not press an open book onto the original glass.

1 Raise the original cover to at least 15°.

If the original cover is not open wide enough, the original size will not be detected automatically.



2 Position the book on the glass. The side that is to be copied must be down.

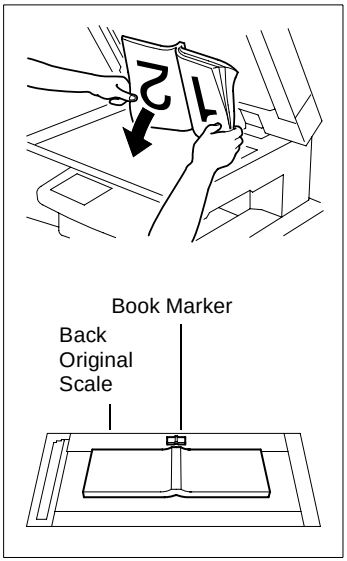
3 Push the book up to the back Original Scale.

4 Align the centre of the book with the Book Marker.

5 Close the original cover.

? *Is it impossible to close the original cover?*

- Ü Leave the original cover open.
- Ü Do not look at the original glass during the copy process to avoid being dazzled by the extremely bright light.



3.11 Using Memory Recall

Print a copy job once more after the copy cycle is finished without having to reload the original. Use memory recall for this.

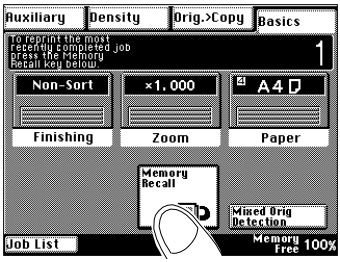
The “Memory Recall“ function must be enabled in the User's Choice settings. Only if it is enabled is the key shown on the touch screen. For more information, see page 6-5 and the following pages.

Memory recall is not available if:

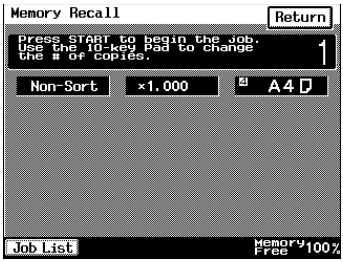
- The copier has been switched OFF.
- New originals have been scanned.
- The [START], [KEY], [C] or [INTERRUPT], [SCAN MODE], [USER'S CHOICE] keys have been pushed.

1 Press [MEMORY RECALL].

The display will change.



2 Press [C] on the control panel. Set a different number of copies with the numeric keypad.
or
Press [START] to start printing.



- **. . .**

  Delete the data before leaving the copier!
  Before leaving the copier, for security reasons you should touch [RESET] to delete the data in memory.

3.12 Using the Job List

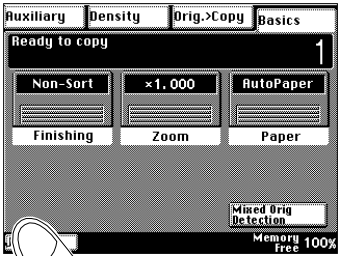
(Only active if a printer controller is installed.)

The job list shows an overview of the currently pending print jobs. Use it to submit print jobs for printing and delete print jobs from the job queue.

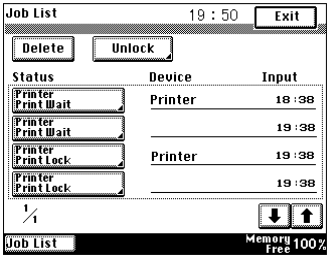
Viewing the Job List

1 Press [JOB LIST] on the control panel.

The first four print jobs in the job list are displayed.



2 ***Only if necessary***
Use the arrow keys found on the lower edge of the touch screen to scroll through other print jobs.



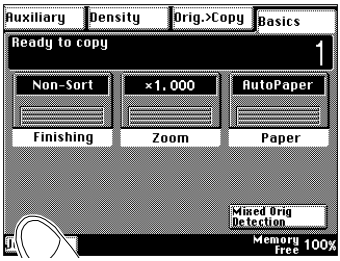
Ü To exit the Job List, touch [EXIT].

Submitting a Print Job

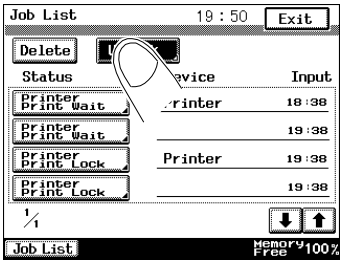
Release a print job. The print job is then transferred from the source PC and placed in the job queue.

1 Press [JOB LIST] on the control panel.

The Job List is shown.



2 Press the [UNLOCK] button.



3 Input a valid 4-digit password using the keypad.

? *Have you used the same password for more than one print job?*

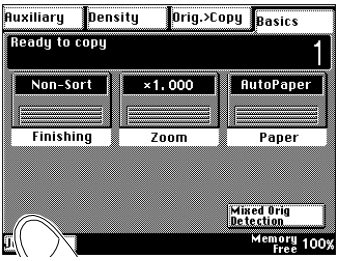
Ü All print jobs assigned the same password are submitted for processing.

Deleting a Print Job from the Job List

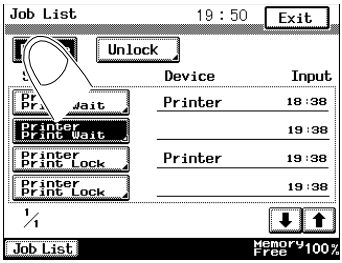
Delete a print job from the job list.

1 Press [JOB LIST] on the control panel.

The Job List is shown.

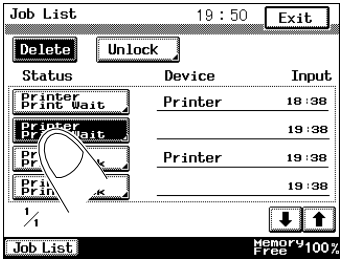


2 Press [DELETE].



3 Select the print job that you wish to delete.

A prompt window appears.



4 Confirm the deletion with [YES].

3.13 Other Functions

Automatic Drawer Switching

The copier switches automatically to a suitable paper drawer when the current paper drawer is empty. Suitable paper drawers must have the same paper size and the same paper alignment as the current paper drawer.

For example, if your copier is equipped with a 250-sheet tray, two 500-sheet trays and a large capacity cabinet, you can produce up to 3,750 copies without interruption.

Automatic Reset of Copier Settings

The copier is automatically reset to the default settings about 60 seconds after the last copy cycle.

The time before activation of automatic reset can be changed.
For more information, see page 6-8.

Energy Save Mode

Energy Save mode is automatically activated approximately 15 minutes after the last copy cycle. When in energy save mode, the copier uses less energy.

The time before Energy Save mode is activated can be changed.
For more information, see page 6-8.

Auto Shut Off

(Only possible if no printer controller is installed.)

The copier is automatically shut off about 60 minutes after the last copy cycle. In this mode, the copier uses even less power than in energy save mode.

The time before activation of automatic Shut Off can be changed.
For more information, see page 6-8.

Sleep Mode

(Only possible if a printer controller is installed.)

The copier is switched to sleep mode approximately 60 minutes after the last copy cycle completes. In this mode, the copier uses even less power than in energy save mode.

The time before sleep mode is activated can be changed.
For more information, see page 6-8.

Automatic Shut-off for the Background LCD Light

The background LCD illumination can be shut off automatically to further save energy.

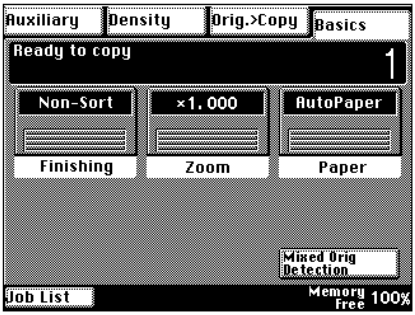
The time before activation of automatic Shut Off can be changed.
For more information, see page 6-8.

Auto Copy Start

A copy cycle can be started even during warm-up. The copies are printed automatically after warm-up is complete.

4 Customizing Your Copy

4.1 Basic Settings



You can make settings in the following areas in the basic settings:

- ***Paper***
  For more information, see page 4-2.
- ***Zoom***
  For more information, see page 4-18.
- ***Finishing***
  For more information, see page 4-28.

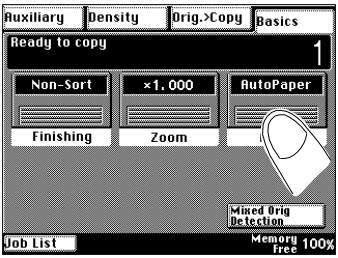
Enabling Auto Paper Select Mode

Allow the copier to select the appropriate paper size for your copies. The copier calculates the appropriate paper size according to the size of the original and the zoom factor.

Note the following important information!	
Original sizes that can be automatically recognised:	A3 L, B4 L, A4 L, A4 C, Letter L, A5 L
Plus, with additional equipment: (To take advantage of this feature, contact your technical representative.)	11 × 17 L, Legal L, Letter C, FLS

1 Touch the Basics menu key [Paper].

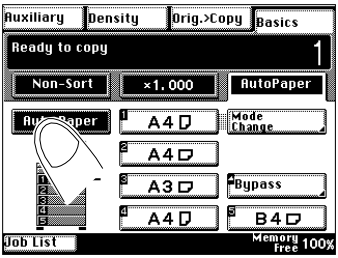
The paper settings are shown.



2 Press the [AUTO PAPER] key.

The background of the key turns black. "Auto Paper" mode is enabled.

3 Touch the [BASICS] index key to show the Basics menu keys again.



Ü To disable the “Auto Paper“ mode again, select a paper drawer manually. For more information, see page 4-3.

• ...

Wrinkled, curled and dog-eared?
Wrinkled, curled or dog-eared originals are not always identified correctly in this mode. Use only smooth originals.

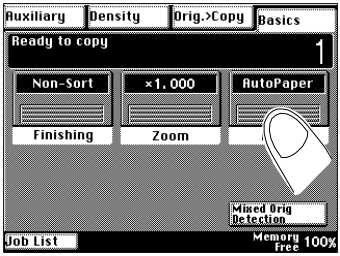
Selecting a Paper Drawer Manually

Specify the drawer from which the copy paper is to be fed.

Note the following important information!			
The following symbols are used:			
1	1st Drawer	4	4th Drawer
2	2nd Drawer	5	5th Drawer
3	3rd Drawer		Single Feed Tray

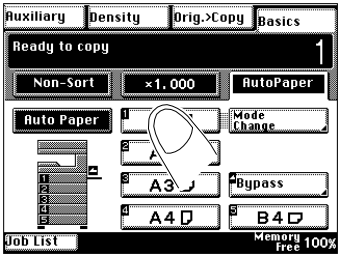
1 Touch the Basics menu key [Paper].

The display will change.



2 Touch the desired paper drawer key.

3 Touch the [BASICS] index key to show the Basics menu keys again.



- ...

Not all drawers are always available!

Which paper drawers are available depends on the equipment of your copier. The touch screen will only show the available drawers.

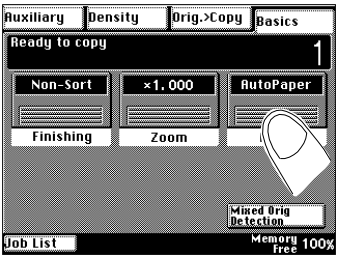
Specifying the Paper Type for the 1st Drawer

Set the paper types that you wish to process with the 1st drawer.

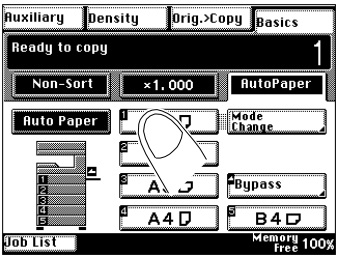
1 Load the copy paper into the 1st drawer.

2 Touch the Basics menu key [Paper].

The paper settings are shown.

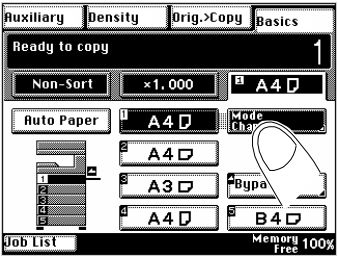


3 Press the key for the 1st drawer.



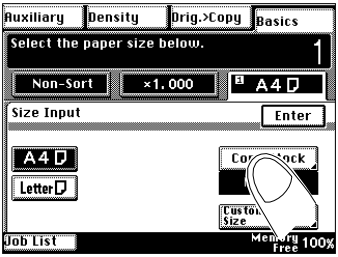
4 Press the [MODE CHANGE] key.

The display will change.



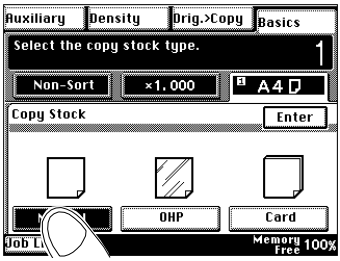
5 Press the [COPY STOCK] key.

The display will change.

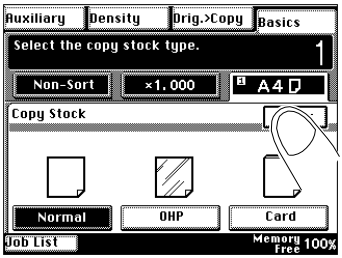


6 Select the paper type.

- [NORMAL]
  for plain paper
- [OHP]
  for overhead projector films
- [CARD]
  for card paper and labels



7 Confirm your selection with [ENTER].



- ...

Not all modes are always available!

If you have selected the [OHP] or [CARD] paper types, not all copier functions will be available. For more information, see page 7-44.

Defining a Custom Paper Size for the 1st Drawer

Define a custom paper size for the 1st drawer.

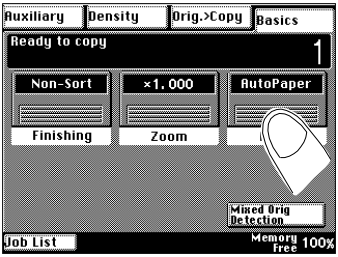
Note the following important information!

Not all dimensions are possible.

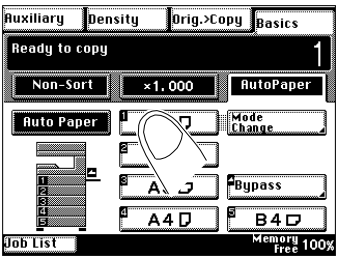
- If 432 mm is specified for [X], a maximum of 279 mm can be specified for [Y].
- If 297 mm is specified for [Y], a maximum of 420 mm can be [X].

1 Touch the Basics menu key [Paper].

The paper settings are shown.

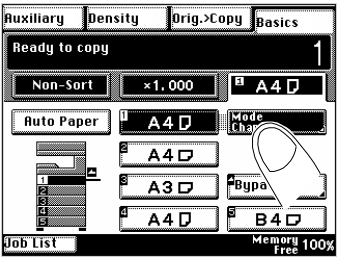


2 Press the key for the 1st drawer.



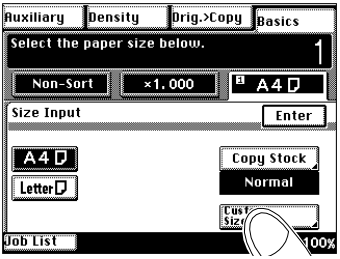
3 Press the [MODE CHANGE] key.

The display will change.

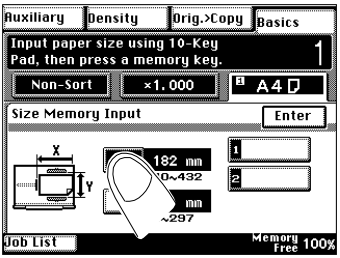


4 Press [CUSTOM SIZE].

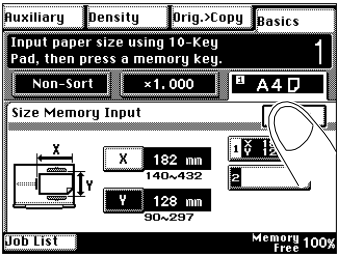
The display will change.



5 Press [X] or [Y]. Press the [C] key on the control panel to delete a value that you no longer need. Use the numeric keypad to set the desired size. Confirm your entries by pressing [ENTER].



6 Confirm each of your settings by pressing [ENTER].



Storing Custom Paper Sizes for the 1st Drawer

You can store up to two custom paper sizes that you use frequently for the 1st drawer.

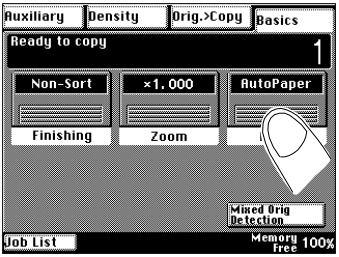
Note the following important information!

Not all dimensions are possible.

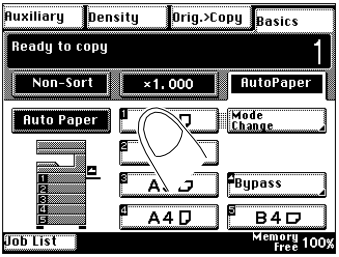
- If 432 mm is specified for [X], a maximum of 279 mm can be specified for [Y].
- If 297 mm is specified for [Y], a maximum of 420 mm can be [X].

1 Touch the Basics menu key [Paper].

The paper settings are shown.

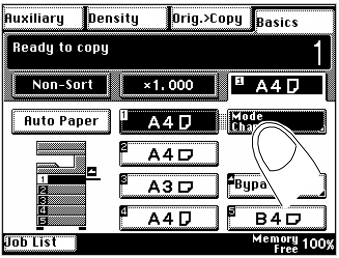


2 Press the key for the 1st drawer.



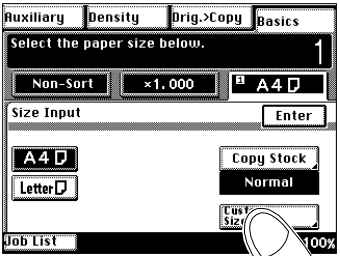
3 Press the [MODE CHANGE] key.

The display will change.



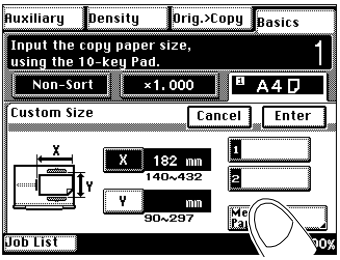
4 Press [CUSTOM SIZE].

The display will change.

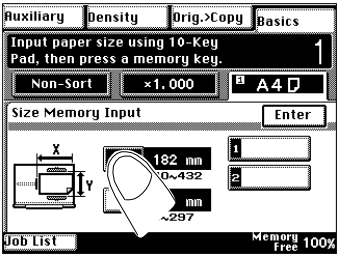


5 Press the [MEMORIZE PAPER SIZE] key.

The display will change.



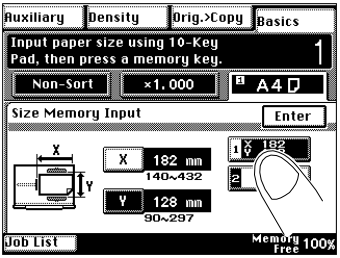
6 Press [X] or [Y]. Press the [C] key on the control panel to delete a value that you no longer need. Use the numeric keypad to set the desired size. Confirm your values with [ENTER].



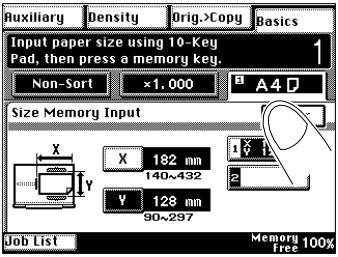
7 Select the memory position, either [1] or [2], where you want to store the paper size.

? *What if both memory positions are occupied?*

Ü You can overwrite the memory positions with new values. This deletes the old values.



8 Confirm your entries by pressing [ENTER].

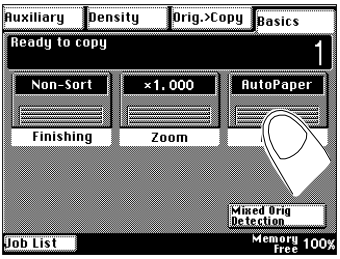


Loading a Saved Paper Size for the 1st Drawer

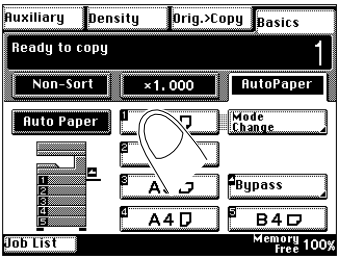
Call up a stored paper size for the 1st drawer.

1 Touch the Basics menu key [Paper].

The paper settings are shown.

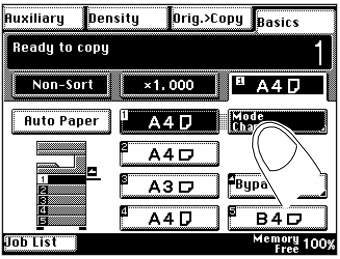


2 Press the key for the 1st drawer.



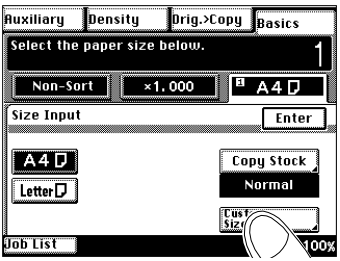
3 Press the [MODE CHANGE] key.

The display will change.



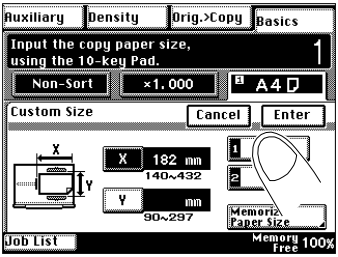
4 Press [CUSTOM SIZE].

The display will change.



5 Select the memory position key, either [1] or [2], where the paper size has been saved.

6 Confirm your selection with [ENTER].



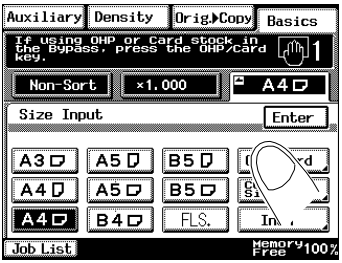
Specifying the Paper Type for the Single Feed Tray

Set the paper types that you wish to process with the single feed tray.

1 Place the copy paper on the single feed tray.

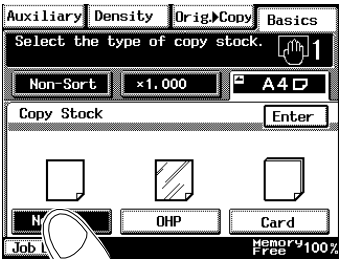
2 Press the [OHP/CARD] key.

The display will change.

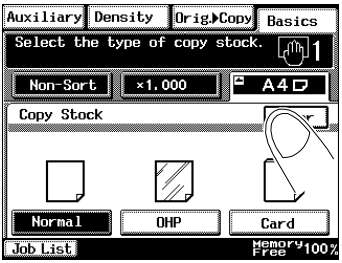


3 Select the paper type.

- [NORMAL]
  for plain paper
- [OHP]
  for overhead projector films
- [CARD]
  for card paper and labels



4 Confirm your selection with [ENTER].



• ...

Not all modes are always available!

If you select the [OHP] or [CARD] paper type, not all copier functions will be available. For more information, see page 7-44.

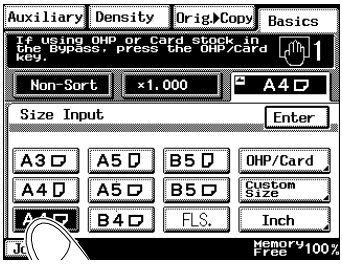
Specifying the Paper Size for the Single Feed Tray

Specify the size of the paper you wish to process with the single feed tray.

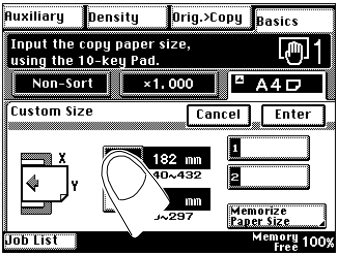
1 Place the copy paper on the single feed tray.

2 Select a standard size.
or
Press [INCH] to select an inch size.
or
Press [CUSTOM SIZE] to set a custom paper size.

The display will change.



3 ***only if [CUSTOM SIZE] is touched***
Press [X] or [Y]. Press the [C] key on the control panel to delete a value that you no longer need. Use the numeric keypad to set the desired size. Confirm your values with [ENTER].



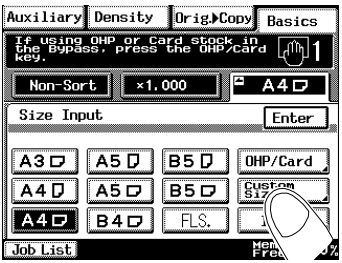
Storing a Custom Paper Size for the Single Feed Tray

You can store up to two custom paper sizes that you use frequently for the single feed tray.

1 Place the copy paper on the single feed tray.

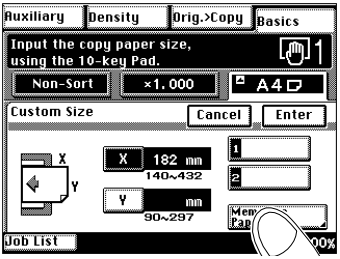
2 Press [CUSTOM SIZE].

The display will change.

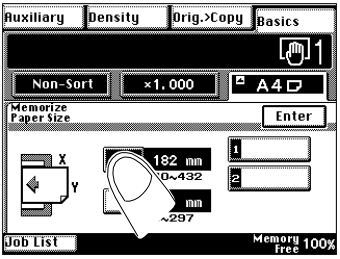


3 Press the [MEMORIZE PAPER SIZE] key.

The display will change.



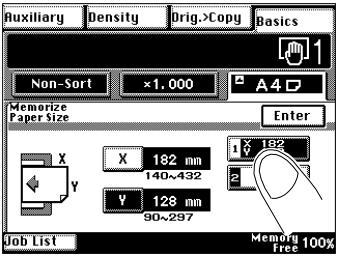
4 Press [X] or [Y]. Press the [C] key on the control panel to delete a value that you no longer need. Use the numeric keypad to set the desired size. Confirm your values with [ENTER].



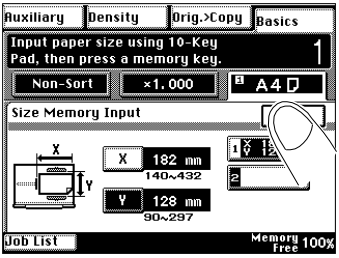
5 Select the memory position, either [1] or [2], where you want to store the paper size.

? What if both memory positions are occupied?

Ü You can overwrite the memory positions with new values. This deletes the old values.



6 Confirm your settings with [ENTER].



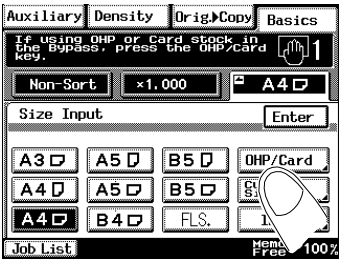
Loading a Saved Paper Size for the Single Feed Tray

Call up a stored paper size for the single feed tray.

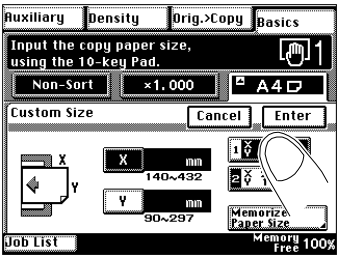
1 Place the copy paper on the single feed tray.

2 Press [CUSTOM SIZE].

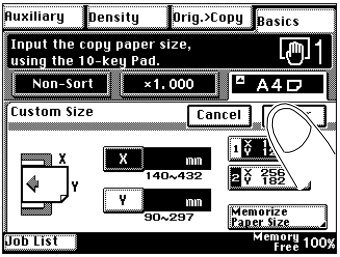
The display will change.



3 Select the memory position key, either [1] or [2], where the paper size has been saved.



4 Confirm your selection with [ENTER].

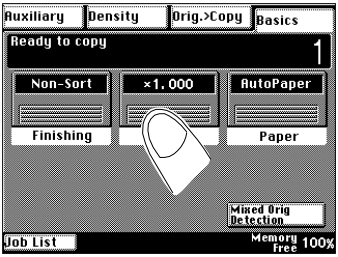


Enabling Auto Size

Allow the copier to select the appropriate zoom factor for your copies. The copier calculates the appropriate zoom factor according to the size of the original and the desired copy paper size.

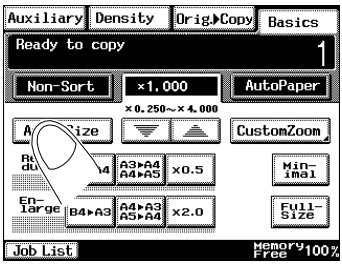
1 Touch the Basics menu key [Zoom].

The zoom settings are shown.



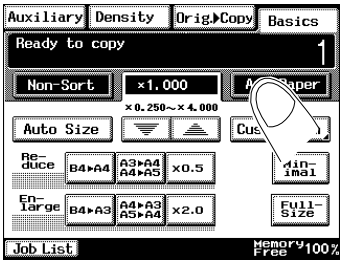
2 Press the [AUTO SIZE] key.

The background of the key turns black. "Auto Size" mode is enabled.

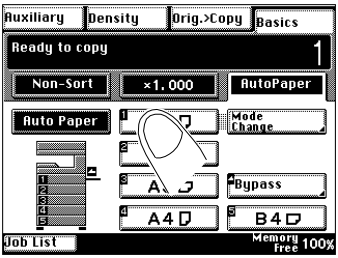


3 Call up the paper settings.

The paper settings are shown.



4 Select the paper drawer that contains the copy paper.

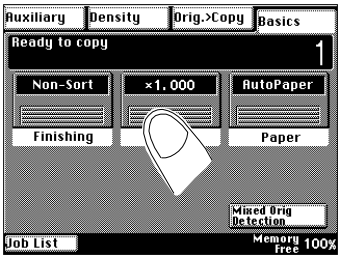


Selecting a Fixed Zoom Factor

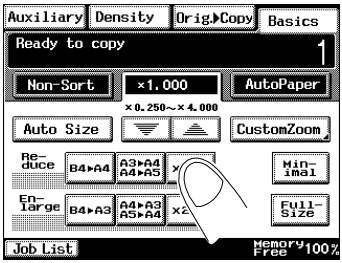
Select a preset zoom factor.

1 Touch the Basics menu key [Zoom].

The zoom settings are shown.



2 For example, touch [× 0.5] to reduce the original by 50%.
or
Press [A4 > A3] to enlarge an A4-original to A3.
or
Press [MINIMAL] to make a slightly smaller copy of the original.



Ü To reset all zoom settings and to make a copy of the same size as the original, touch [FULL-SIZE].

• ...

To make sure nothing is lost!

The zoom factor for [MINIMAL] is × 0.930. This allows you to copy A4-originals without losing any information. You may also modify the zoom factor. For more information, see page 4-25.

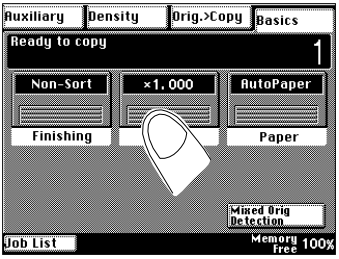
Selecting a Zoom Factor using the Arrow Keys

Select a zoom factor with the arrow keys.

Note the following important information!	
The zoom factor can be changed in 0.001 increments.	
Zoom range:	× 0.250 to × 4.000

1 Touch the Basics menu key [Zoom].

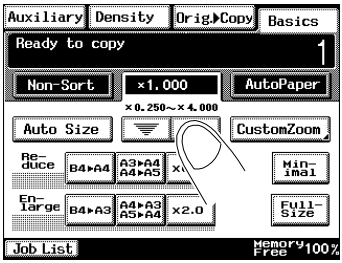
The zoom settings are shown.



2 Touch the appropriate arrow keys to increase or reduce the zoom factor in 0.001 increments.

or

Touch and hold the arrow key until the desired zoom factor is shown.



- ...

  How to do it faster

  Select a fixed zoom factor key nearest to the desired value, e.g. [A4 > A3]. Then use the arrow key to set the exact zoom factor.

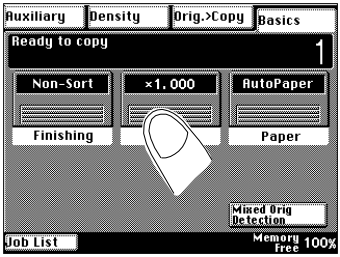
Specifying a Proportional Zoom Factor

Enter a proportional zoom factor using the numeric keypad. A proportional zoom factor ensures that the pages of the original are zoomed to equal proportions.

Note the following important information!
The zoom factor can be changed in 0.001 increments.
Zoom range: × 0.250 to × 4.000

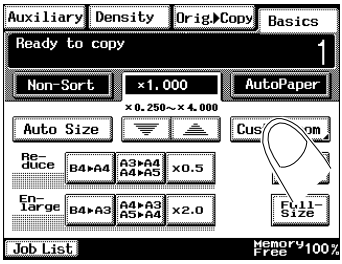
1 Touch the Basics menu key [Zoom].

The zoom settings are shown.



2 Press the [CUSTOM ZOOM] key.

The display will change.

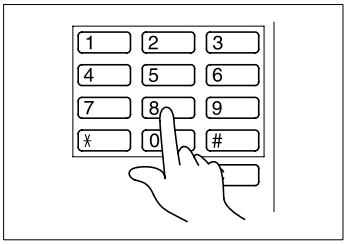


3 Press the [C] key on the control panel to delete an old zoom facot that you no longer need.

4 Input a zoom factor with the numeric keypad.

Example:

Touch the numeric keypad keys 1, 3, 0, 0 in succession. The zoom factor is × 1.300.

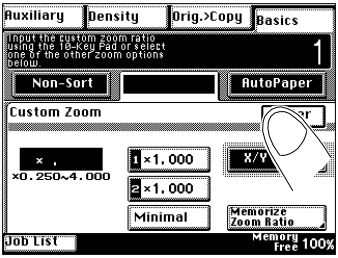


? *Did you enter an incorrect number?*

Ü Press [C] and enter the zoom factor again.

5 Confirm the zoom factor with [ENTER].

The zoom settings are shown again.



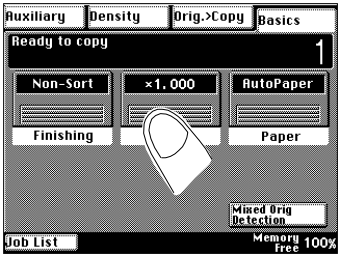
Specifying an Unproportional Zoom Factor

Enter an unproportional zoom factor using the numeric keypad. An unproportional zoom factor zooms the pages of the original in unequal proportions. This stretches the image produced on the copy.

Note the following important information!	
The zoom factor can be changed in 0.001 increments.	
Reduction:	× 0.250 to × 1.000
Enlargement:	× 1.000 to × 4.000

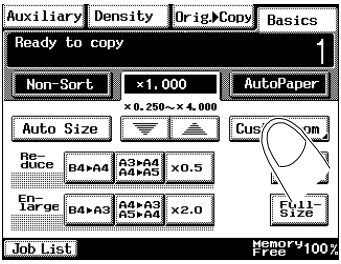
1 Touch the Basics menu key [Zoom].

The zoom settings are shown.



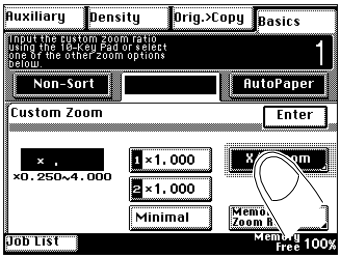
2 Press the [CUSTOM ZOOM] key.

The display will change.

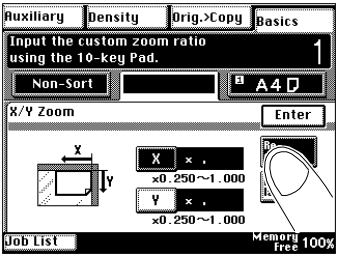


3 Press [X/Y ZOOM].

The display will change.

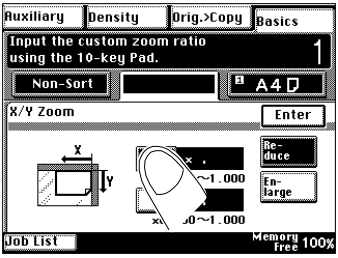


4 Press the [REDUCE] key if you want to shrink the original.
or
Press the [ENLARGE] if you want to enlarge the original.



5 Press [X] or [Y]. Press the [C] key on the control panel to delete a value that you no longer need. Use the numeric keypad to set the desired size.

6 Confirm your values with [ENTER].



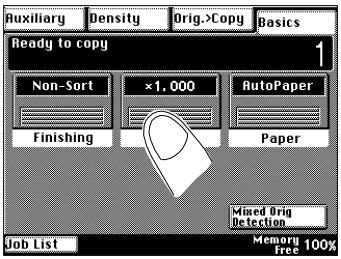
Saving Proportional Zoom Factors

Store up to two frequently used proportional zoom factors to be able to access them quickly at any time.

Note the following important information!
The zoom factor can be changed in 0.001 increments.
Zoom range: × 0.250 to × 4.000

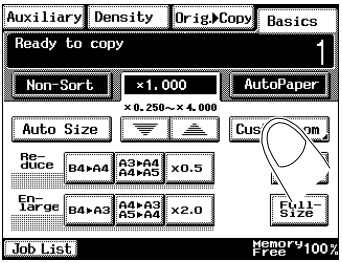
1 Touch the Basics menu key [Zoom].

The zoom settings are shown.



2 Press the [CUSTOM ZOOM] key.

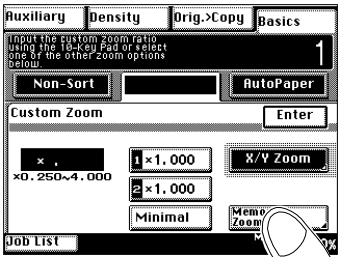
The display will change.



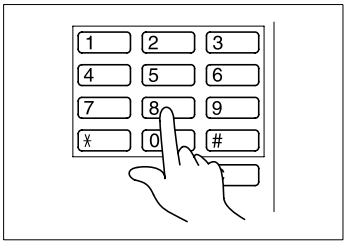
3 Press the [MEMORIZE ZOOM RATIO] key.

The display will change.

4 Press the [C] key on the control panel to delete an old zoom factor that you no longer need.



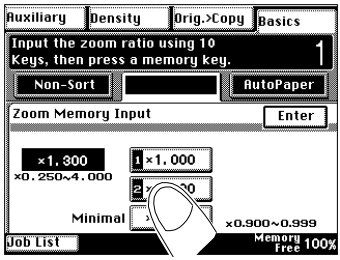
5 Enter the desired zoom factor from the numeric keypad.
Example:
Touch the numeric keypad keys 1, 3, 0, 0 in succession. The zoom factor is × 1.300.



? *Did you enter an incorrect number?*

Ü Press [C] and enter the zoom factor again.

6 Select the memory position, [1], [2] or [MINIMAL], where you want to save the zoom factor.



? *What if both memory positions are occupied?*

Ü You can overwrite the memory positions with new values. This deletes the old values.

7 Confirm your settings with [ENTER].

• ...

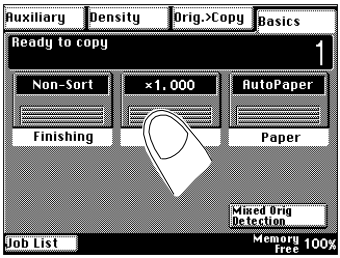
Overwritten and deleted!
If both memory locations are occupied, a new zoom factor can be stored only by overwriting a memory location. The overwritten zoom factor is then deleted.

Loading Saved Zoom Factors

Recall a stored zoom factor.

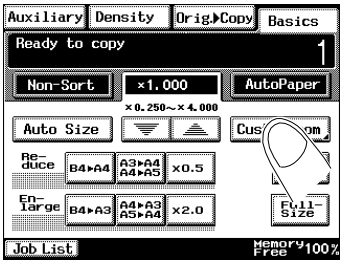
1 Touch the Basics menu key [Zoom].

The zoom settings are shown.

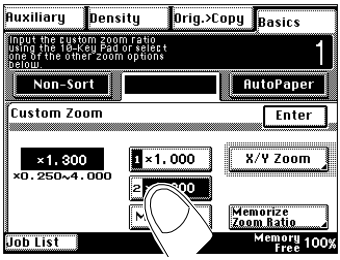


2 Press the [CUSTOM ZOOM] key.

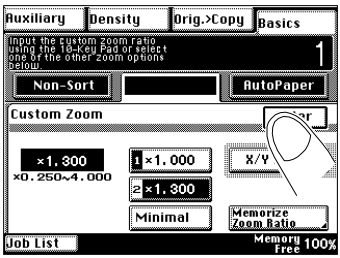
The display will change.



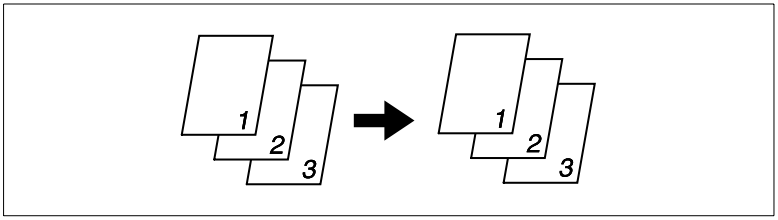
3 Select the memory key [1] or [2] with the desired zoom factor.



4 Confirm your selection with [ENTER].



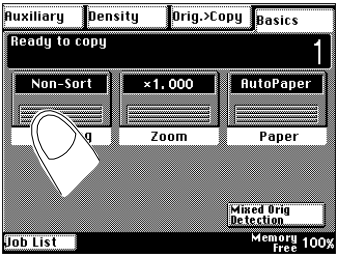
Non-sorted Copies



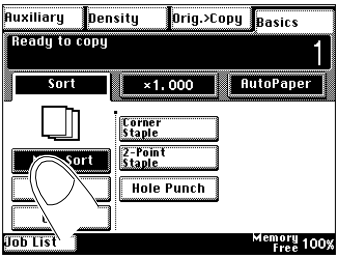
Copies are fed out unsorted.

1 In the Basics menu touch [FINISHING].

The display will change.



2 Press [NON-SORT].



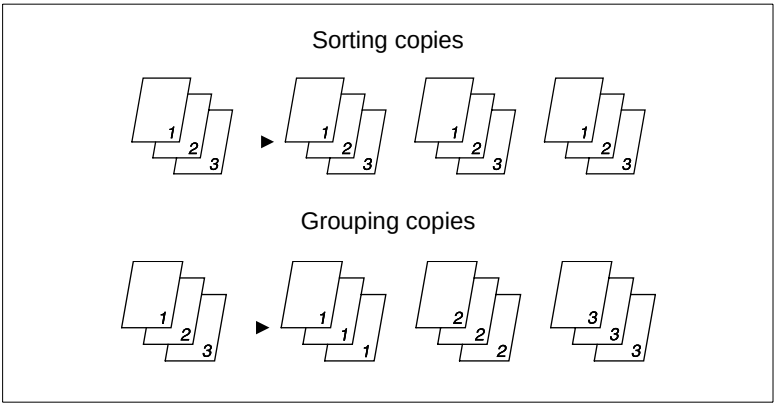
- ...

Non-sort is the default setting.

The copier is set to "Non-sort" by default. Depending on the number of originals loaded in the document feeder and the desired number of copies, the copier automatically switches between "Non-sort" and "Sort". You can change the default settings in the User's Choice. For more information, see page 6-10.

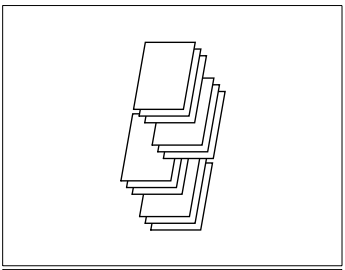
Sort/Group Copies

Feed copies out sorted or grouped.



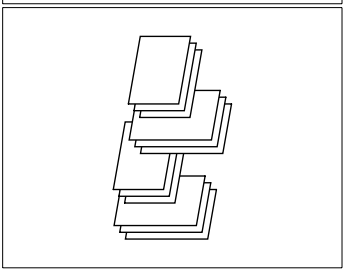
With the Finisher, Mailbin Finisher or Shift Tray

The sorted or grouped copy sets are fed out offset to separate the sets.



Without Finisher

The sorted or grouped copy sets are fed out in alternate lengthwise and crosswise stacks (criss-cross).



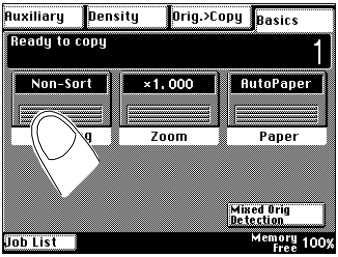
Criss-cross mode is used when:

- Criss-cross mode is enabled in the User's Choice settings. For more information, see page 6-10.
- two drawers with the same copy paper size are loaded lengthwise and crosswise.
- stapling, punching, interleave pages, cover functions and Mixed Original Detection are disabled.

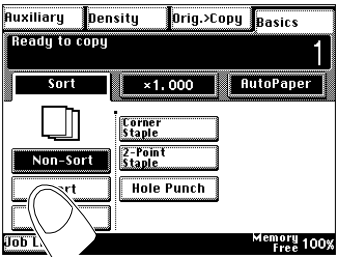
Sorting copies

1 Press [FINISHING] in the Basics menu.

The Finishing settings are shown.



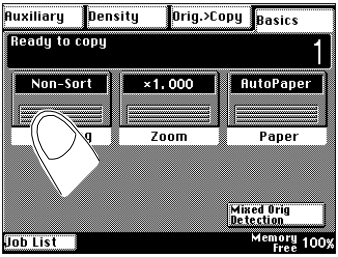
2 Press [SORT].



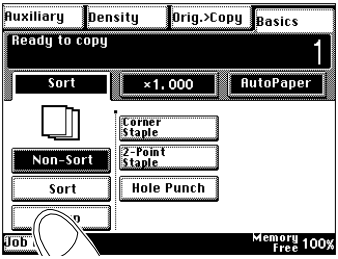
Grouping copies

1 Press [FINISHING] in the Basics menu.

The Finishing settings are shown.



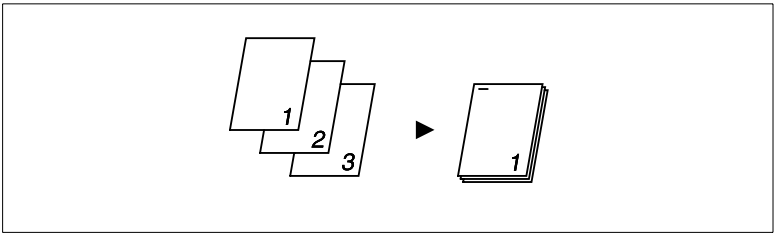
2 Touch [GROUP].



Stapling Copies

(Only available if an FN-109, FN-110 or mailbin finisher is installed.)

Feed out your copy sets stapled.

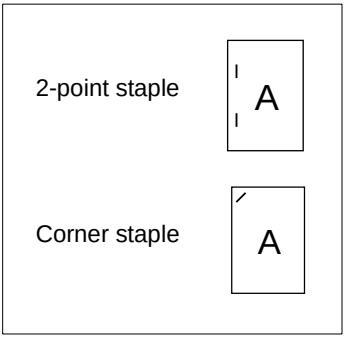


If the staple capacity is exceeded, “Sort“ or “Group“ mode is automatically enabled. Staple mode is automatically disabled.

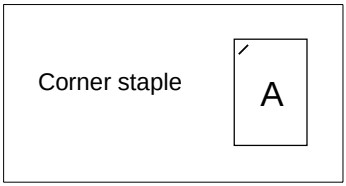
Note the values in the table below to avoid exceeding the staple capacity.

Number of copies per set	Maximum number of copied sets: A3 L to A4		
	FN-109	FN-110	Mailbin Finisher
2 copies	100 sets	100 sets	200 sets
3 to 5 copies	80 sets	80 sets	150 sets
6 to 10 copies	60 sets	60 sets	100 sets
11 to 20 copies	40 sets	40 sets	50 sets
21 to 30 copies	60 sets	33 sets	33 sets
31 to 40 copies	60 sets	–	25 sets
41 to 50 copies	60 sets	–	20 sets

Finisher FN-109



Finisher FN-110 and Mailbin Finisher



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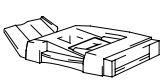
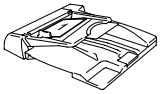
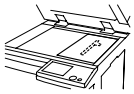
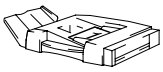
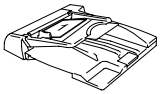
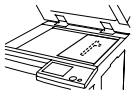
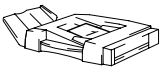
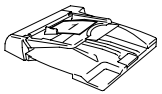
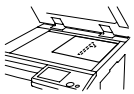
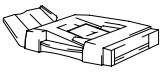
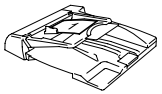
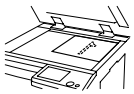
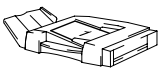
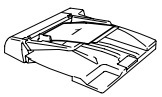
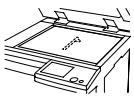
  Modes are enabled automatically!
  If a staple mode is selected, the “Sort“ output mode is automatically activated.
  If you load an original onto the glass, the “Separate Scan“ function is activated automatically.

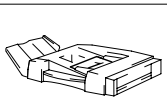
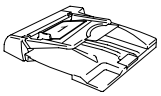
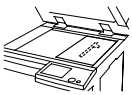
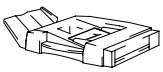
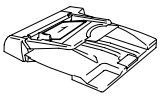
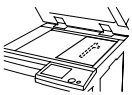
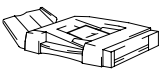
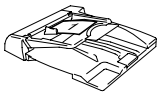
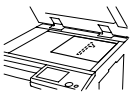
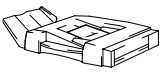
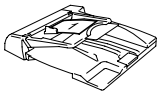
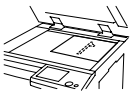
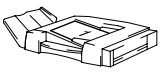
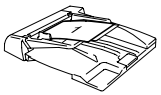
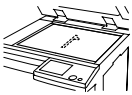
Finisher FN-109

Load positions for a corner staple

Note the following important information!				
Touch Screen indicator	Load positions			
	Duplexing Document Feeder	Automatic Document Feeder	Original Glass	Stapling position
—	Original: A4 C	Copy: A4 C		
				
—	Original: A4 C	Copy: A4 L		
				
—	Original: A4 L	Copy: A4 C		
				
—	Original: A4 L	Copy: A4 L		
				
—	Original: A3 L, B4 L	Copy: A3 L, B4 L		
				

Finisher FN-109

Load positions for 2-point staple

Note the following important information!				
Touch Screen indicator	Load positions			
	Duplexing Document Feeder	Automatic Document Feeder	Original Glass	Stapling position
OFF	Original: A4 C	Copy: A4 C		
				
	Original: A4 C	Copy: A4 L		
				
OFF	Original: A4 L	Copy: A4 C		
				
	Original: A4 L	Copy: A4 L		
				
OFF	Original: A3 L, B4 L	Copy: A3 L, B4 L		
				

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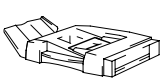
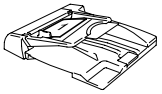
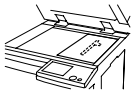
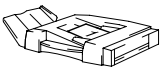
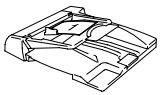
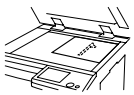
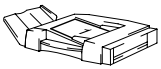
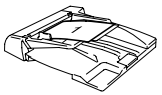
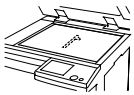
  Have you considered the following?
  Enable the "Auto Size Mode" feature if you want to staple the copies as shown in the illustration.
  If you do not load the originals as illustrated, you have to adjust the original alignment. For more information, see page 4-47.

Finisher FN-110

Load positions for a corner staple

Note the following important information!				
Touch Screen indicator	Load positions			
	Duplexing Document Feeder	Automatic Document Feeder	Original Glass	Stapling position
—	Original: A4 C	Copy: A4 C		
				
—	Original: A4 L	Copy: A4 C		
				
—	Original: A3 L, B4 L	Copy: A3 L, B4 L		
				

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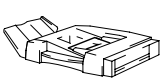
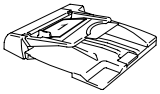
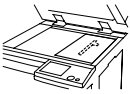
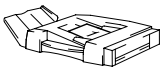
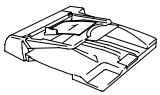
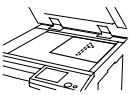
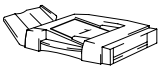
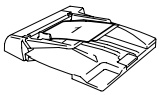
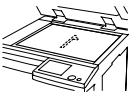
  Have you considered the following?
  If you do not load the originals as illustrated, you have to adjust the original alignment. For more information, see page 4-47.

Mailbin Finisher

Load positions for a corner staple

Note the following important information!				
Touch Screen indicator	Load positions			
	Duplexing Document Feeder	Automatic Document Feeder	Original Glass	Stapling position
—	Original: A4 C	Copy: A4 C		
				
—	Original: A4 L	Copy: A4 C		
				
—	Original: A3 L, B4 L	Copy: A3 L, B4 L		
				

- ...

  Have you considered the following?
  If you do not load the originals as illustrated, you have to adjust the original alignment. For more information, see page 4-47.

Corner Staple

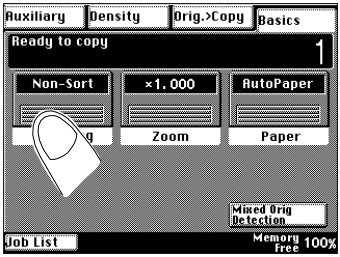
(Only available if an FN-109, FN-110 or mailbin finisher is installed.)

1 Make sure not to exceed the maximum staple capacity.

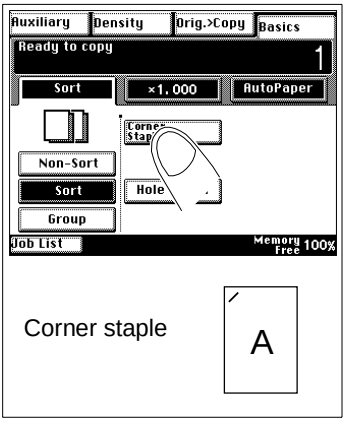
2 Make sure the originals are loaded correctly.

3 Press [FINISHING] in the Basics menu.

The Finishing settings are shown.



4 Press [CORNER STAPLE].



2-Point Staple

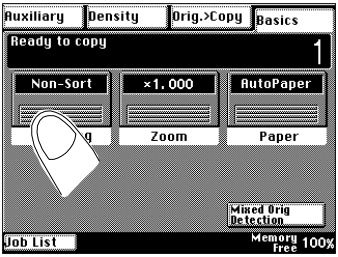
(Only available if the FN-109 finisher is installed.)

1 Make sure not to exceed the maximum staple capacity.

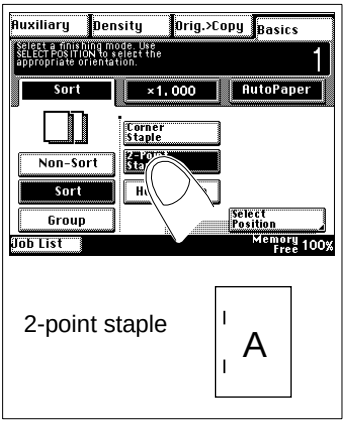
2 Make sure the originals are loaded correctly.

3 Press [FINISHING] in the Basics menu.

The Finishing settings are shown.

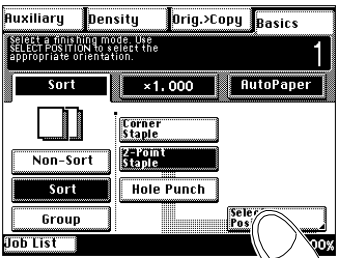


4 Press [2-POINT STAPLE].

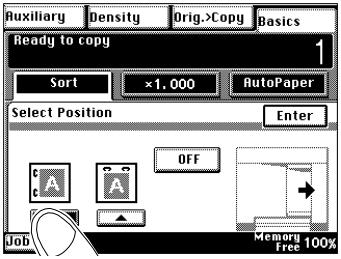


5 Press the [SELECT POSITION] key.

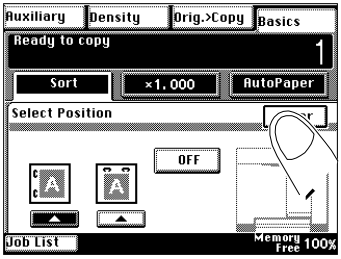
The display will change.



6 Select the staple position.
or
Press the [OFF] key. The copier then selects the stapling position suitable for the alignment of the originals.

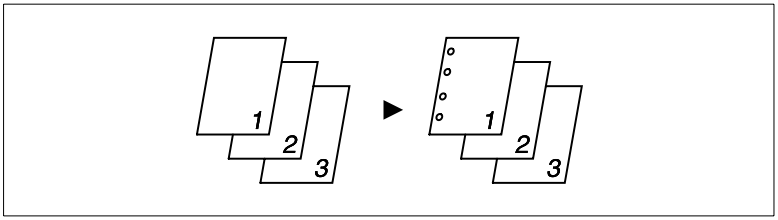


7 Confirm your selection with [ENTER].

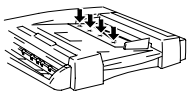
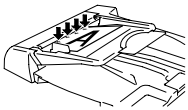
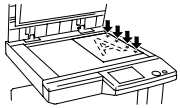
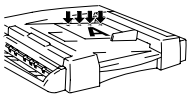
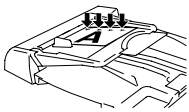
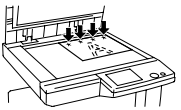


Punching Copies

(Only available if an FN-109 or mailbin finisher is installed.)



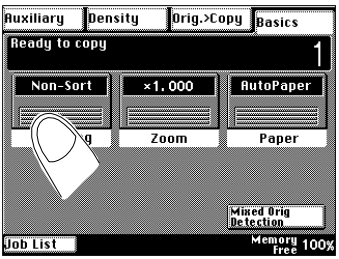
Have holes punched in your copies.

Note the following important information!			
Touch Screen indicator	Load positions		
	Duplexing Document Feeder	Automatic Document Feeder	Original Glass
			
			

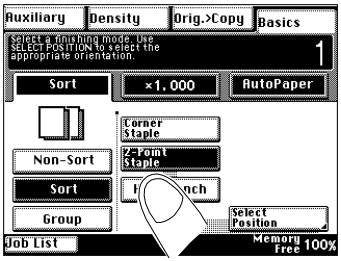
1 Make sure the originals are loaded correctly.

2 Press [FINISHING] in the Basics menu.

The Finishing settings are shown.

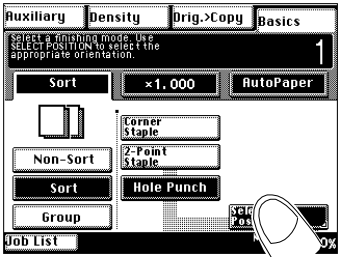


3 Press [HOLE PUNCH].



4 Press [SELECT POSITION].

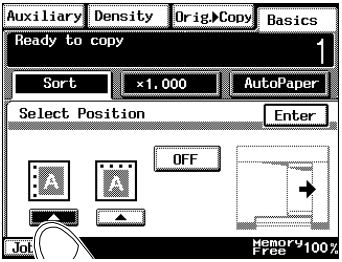
The display will change.



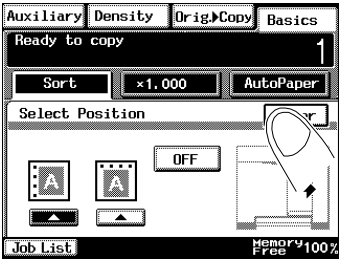
5 Select the hole position.

or

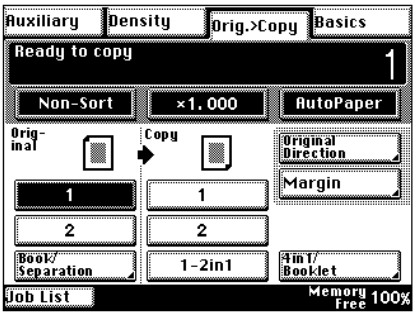
Press the [OFF] key. The copier then selects the hole position suitable for the alignment of the originals.



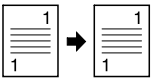
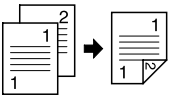
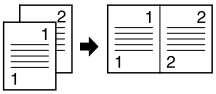
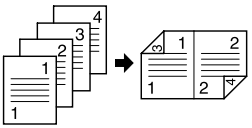
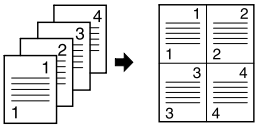
6 Confirm your selection with [ENTER].

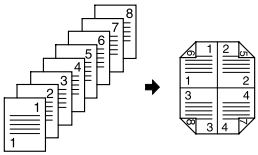
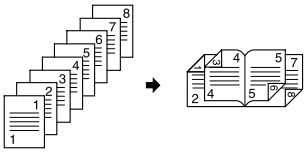
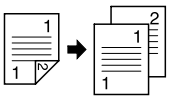
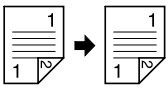
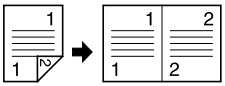
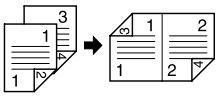
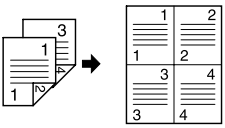
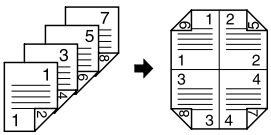
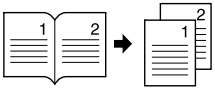


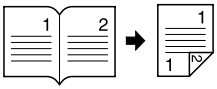
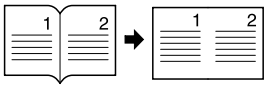
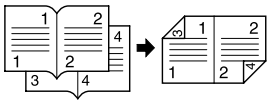
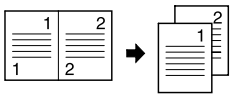
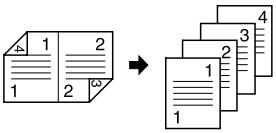
4.2 Original>Copy Functions



You can select the Copy Mode in the Original>Copy settings.

Original	Copy	Display
1-sided	1-sided	
1-sided	2-sided	
1-sided	Single 2in1	
Only possible with a duplexing unit		
1-sided	Double 2in1	
1-sided	Single 4in1	

Original	Copy	Display
Only possible with the Di351 and a duplexing unit		
1-sided	Double 4in1	
Only possible with a duplexing unit		
1-sided	Booklet	
Only possible with automatic document feeder		
2-sided	1-sided	
Only possible with an automatic document feeder and a duplexing unit		
2-sided	2-sided	
Only possible with automatic document feeder		
2-sided	Single 2in1	
Only possible with an automatic document feeder and a duplexing unit		
2-sided	Double 2in1	
Only possible with the Di351 and an automatic document feeder		
2-sided	Single 4in1	
Only possible with the Di351 and an automatic document feeder		
2-sided	Double 4in1	
Book	1-sided	

Original	Copy	Display
Only possible with a duplexing unit		
Book	2-sided	
Spreadsheet	1-sided	
Spreadsheet	2-sided	
Only when the duplexing document feeder is mounted		
Single 2in1	1-sided	
Only when the duplexing document feeder is mounted		
Double 2in1	1-sided	

Notes

Please note the following when you select a Copy Mode:

- When you select “2in1“, “4in1“ or “Booklet“ Copy Mode, the zoom factor for reducing the original pages is automatically set. You can change the Zoom Factor with the User's Choice settings.
  For more information, see page 6-6.
- You can set the page sequence for the “4in1“ Copy Mode in the User's Choice settings. For more information, see page 6-10.
- The “Separate Scan“ function is automatically activated when
  - an original is placed on the original glass and
  - the 2-sided, 2in1, 4in1 or Booklet setting is selected in Copy.
    Exception: the “Separate Scan“ function is not activated in the setting “Book - Separation - 2-sided Copy - Original Direction - Standard“.

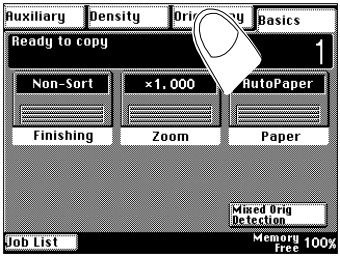
Selecting a Copy Mode

Select the copy mode you wish to use for your copies.

1 Load the originals.

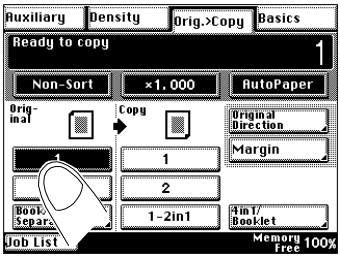
2 Touch the index key [Orig.>Copy].

The Original>Copy settings are shown.



3 Select the type of original.

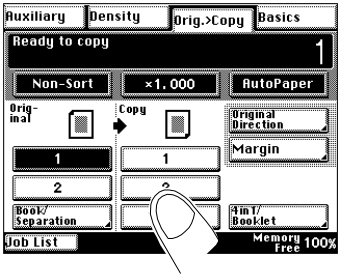
e.g. 1-sided original

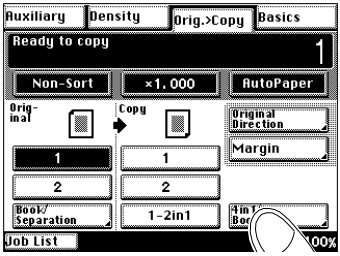


4 Select the mode you wish to use for your copies.

or

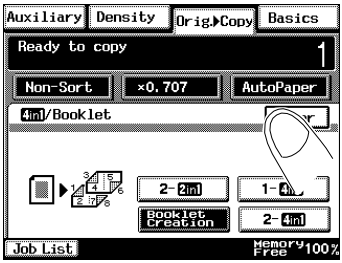
Touch the [4IN1/BOOKLET] key to select additional Copy Mode settings.



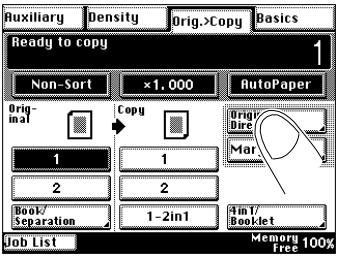


5 ***only if [4in1/Booklet] is pressed***
Select a Copy Mode. Confirm your selection with [ENTER].

The display will change.



6 Specify the alignment of the text on the loaded originals if it differs from the standard alignment.



Ü If necessary, make additional copier settings. Start the copy cycle by touching [START].

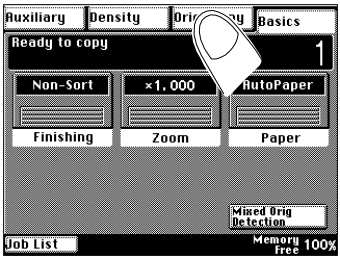
Specifying the Alignment of the Original

(Not possible when using the automatic document feeder.)

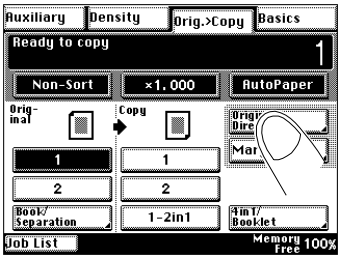
Specify the alignment of the originals manually if it differs from the standard alignment. For more information, see page 3-8.

1 Touch the index key [Orig.>Copy].

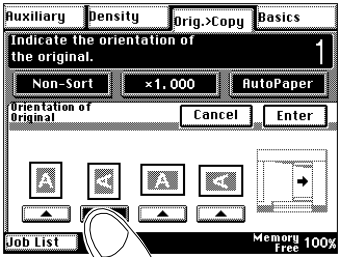
The Original>Copy settings are shown.



2 Press [ORIGINAL DIRECTION].

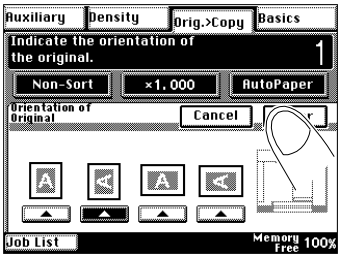


3 Set the text alignment of the original.



4 Confirm your selection with [ENTER].

The Original>Copy settings are shown again.



Copying Originals with File Margins

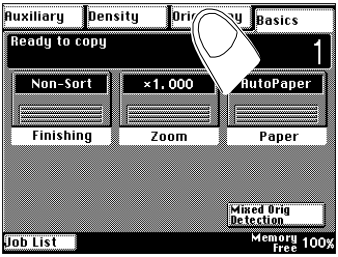
(Not possible when using the automatic document feeder.)

If the originals you are copying have a margin, you should correct it before applying the “1>2“ or “2>1“ function. To do so, specify the exact margin settings of your originals. The copier then centres the copy automatically onto the copy paper.

1 Load the originals.

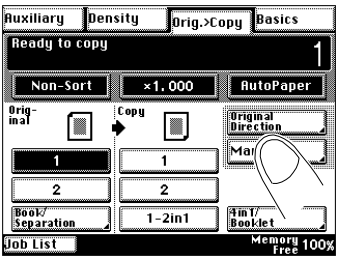
2 Touch the index key [Orig.>Copy].

The Original>Copy settings are shown.

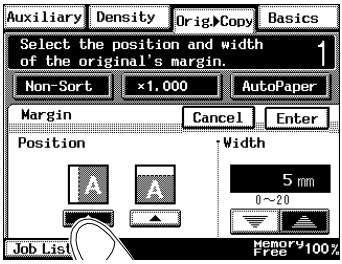


3 Press [MARGIN].

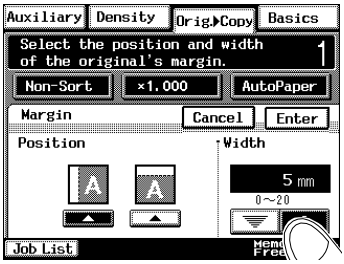
The display will change.



4 Set the position of the file margin on the originals.

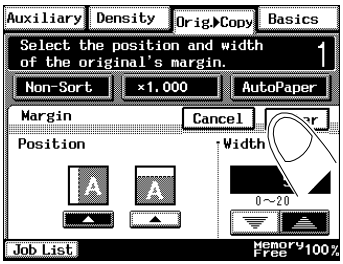


5 Set the file margin width of the originals.



6 Confirm your settings with [ENTER].

The Original>Copy settings are shown again.



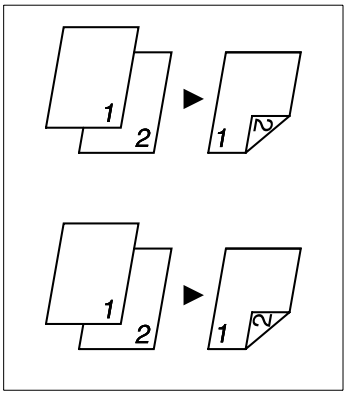
Ü If necessary, make additional copier settings. Start the copy cycle by touching [START].

• ...

Combining file margin settings!

***Settings**: file margin left, file margin width 0 mm*
Result:
The 2nd original will be printed in the same direction as the 1st original.

***Settings**: file margin above, file margin width 0 mm*
Result:
The 2nd original will be printed in the opposite direction to the 1st original.



Copying Books

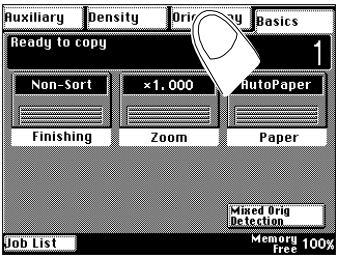
Making copies from books.

Make original settings for the book

First, make the original settings for the book. Then make the copy settings for the book copies.

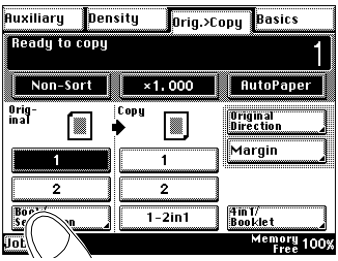
1 Touch the index key [Orig.>Copy].

The Original>Copy settings are displayed.



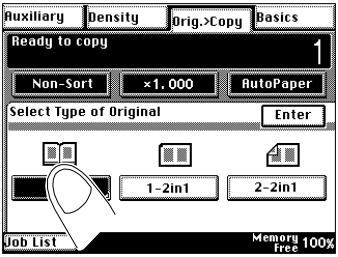
2 ***With duplexing document feeder:***
For the "Original", select [BOOK/SEPARATION].
Without duplexing document feeder:
For the "Original", select [BOOK].

The display will change.

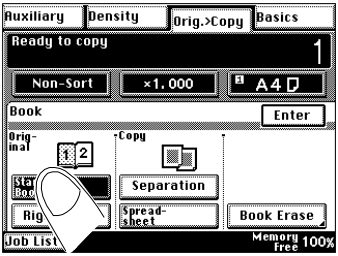


3 ***Only with duplexing document feeder:***
Define the book size. Confirm your selection with [ENTER].

The display will change.

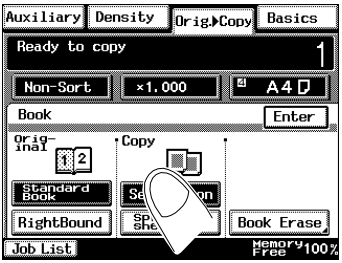


4 Define the read direction of the book under "Original".



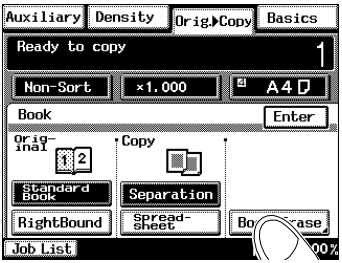
5 Specify the copy type under “Copy“.

The display will change.



6 Press [BOOK ERASE].

The display will change.



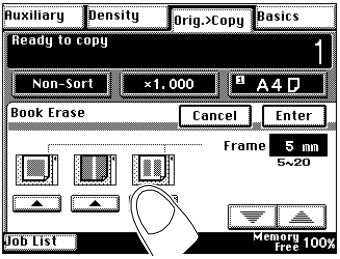
7 Specify the erase area for the book.

- Frame Erase:
  variable from 5 to 20 mm
- Centre Erase:
  fixed at 12 mm

? *Can the erase area for the centre be modified?*

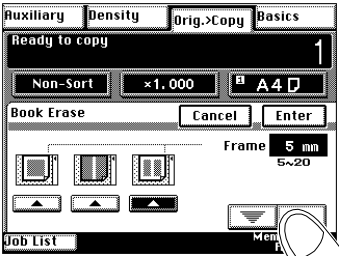
This value can be changed by a technical representative.

Ü Contact your technical representative if needed.



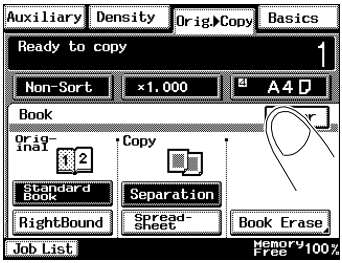
8 Set the width of the erase area. Confirm your selection with [ENTER].

The display will change.



9 Confirm your settings with [ENTER].

The Original>Copy settings are shown again.



Ü The original settings are now set. Now make the copy settings.

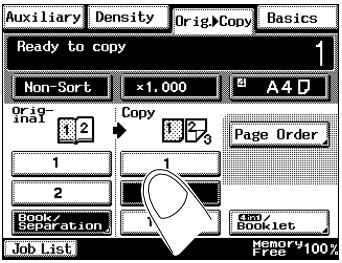
Making copy settings for the book copies

When you have made the original settings for the book, you can make the settings for the book copies.

1 Select Copy Mode.

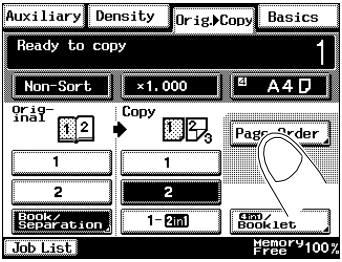
? *Which Copy Mode is available?*

Ü Only 1-sided or 2-sided Copy Mode is available.



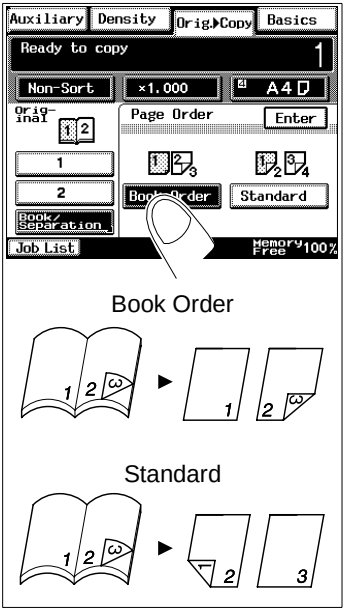
2 Press the [PAGE ORDER] key.

The display will change.



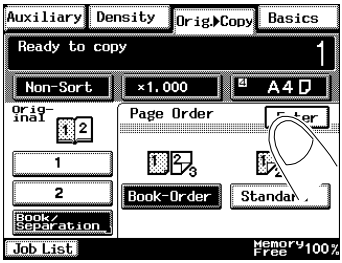
3 Set the page order of the book.

The display will change.



4 Confirm your selection with [ENTER].

The Original>Copy settings are shown again.



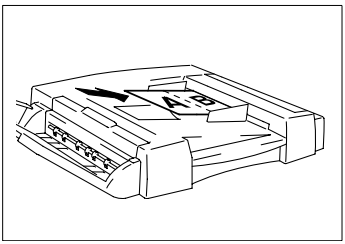
Ü If necessary, make additional copier settings. Start the copy cycle by touching [START].

Copying 2in1 Originals

(Only possible if a duplexing document feeder is installed.)

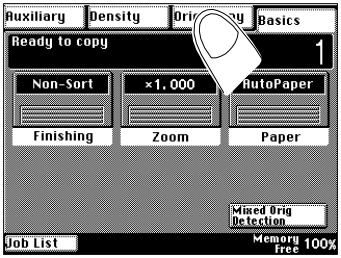
Create single, separate pages from 2in1 originals.

1 Load the originals lengthwise.



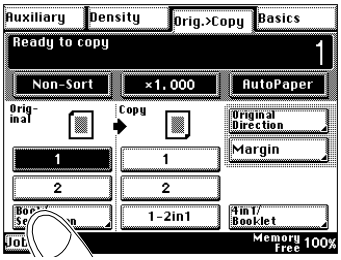
2 Touch the index key [Orig.>Copy].

The Original>Copy settings are shown.



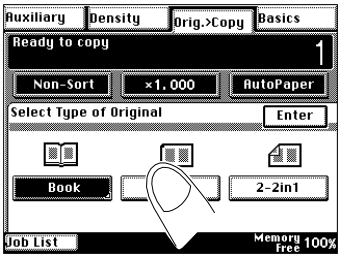
3 For “Original“, select [BOOK/SEPARATION].

The display will change.



4 Press the [1-2IN1] or [2-2IN1] key. Confirm your selection with [ENTER].

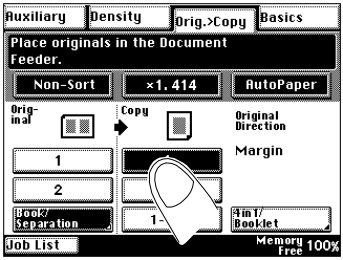
The display will change.



5 Select Copy Mode.

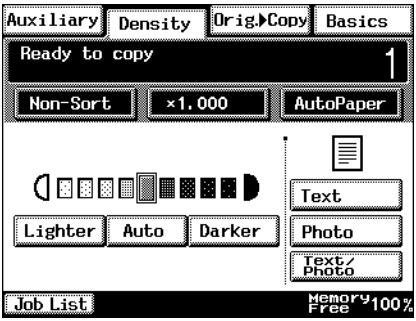
? *Which Copy Mode is available?*

Ü Only 1-sided or 2-sided Copy Mode is available.



Ü If necessary, make additional copier settings. Start the copy cycle by touching [START].

4.3 Density Settings



When setting the image density you can:

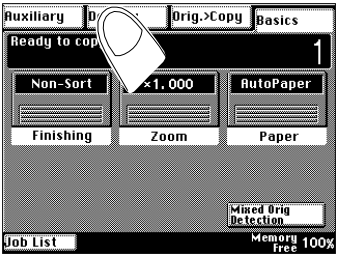
- Enable or disable Auto Exposure
- Make copies lighter or darker
- Change the Exposure Mode.

Toggling Auto Exposure

Copy light and dark originals without having to continually adjust the exposure manually. The copier automatically selects the optimal density for the copies based on the original.

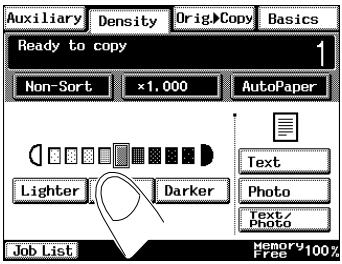
1 Touch the index key [Density].

The Density settings are shown.



2 Press [AUTO].

The background of the key turns black. “Auto Exposure“ mode is enabled.



Ü To disable “Auto Exposure“, touch [LIGHTER] or [DARKER]. Control the copy density manually.

• • •

Are your copies still too dark overall?

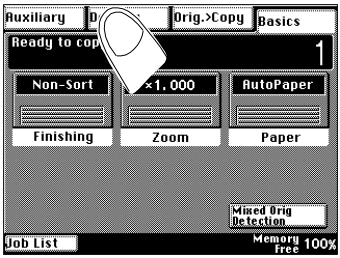
You can change the default setting of the "Auto Exposure" mode in the User's Choice settings. For more information, see page 6-10.

Making Copies Lighter or Darker

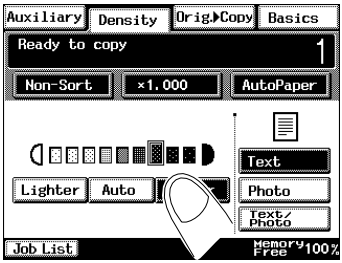
Set the exposure of the copies to a lighter or darker level to suit your requirements.

1 Touch the index key [Density].

The display will change.



2 Press [LIGHTER] to make a lighter copy.
or
Touch [DARKER] to make a darker copy.

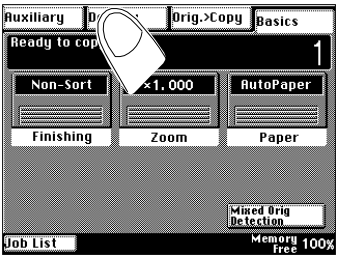


Changing the Density Mode

Copy photos without the spotty reproduction typical of most photocopiers.

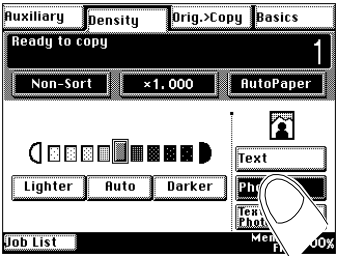
1 Touch the index key [Density].

The display will change.



2 Press [TEXT].
or
Press [TEXT/PHOTO].
or
Press [PHOTO].

The background of the key turns black. The function is enabled.



3 Control the density manually.

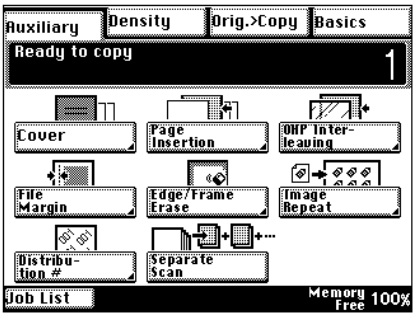
For more information, see page 4-59.

- **...**

  Which setting for what?

  Text: *if you copy primarily texts*
  Text/Photo: *if you copy texts and photos*
  Photo: *if you copy primarily photos*

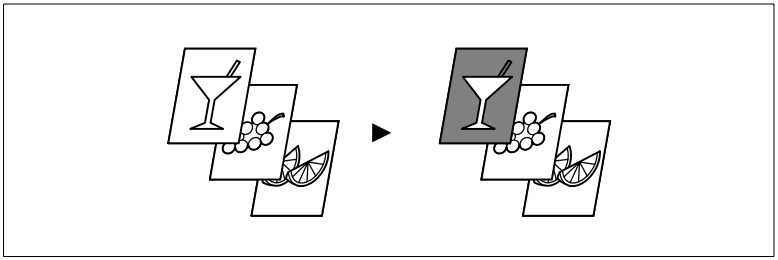
4.4 Auxiliary Functions



The auxiliary functions offer the following:

- Cover
- Page Insertion
- OHP Interleaving
- File Margin
- Edge/Frame Erase
- Image Repeat
- Distribution #
- Separate Scan.

Inserting a Cover Sheet

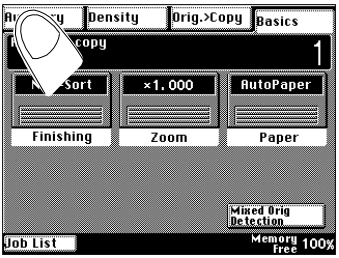


Insert a front and/or a back cover into your copy set.

1 Load the originals into the document feeder.

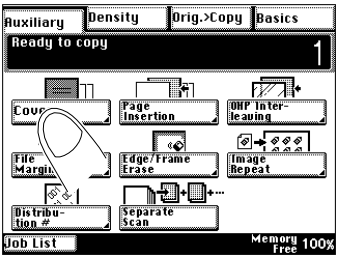
2 Touch the index key [AUXILIARY].

The auxiliary functions are shown.



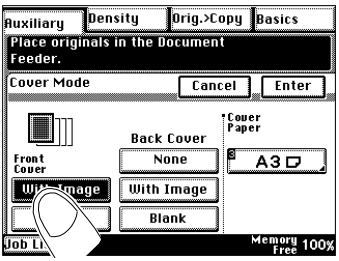
3 Press [COVER].

The display will change.



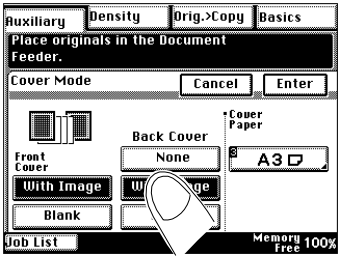
4 Select the settings for the front cover.

- ***With Image***
  The 1st original page will be printed on the front cover.
- ***Blank***
  A blank cover is inserted.



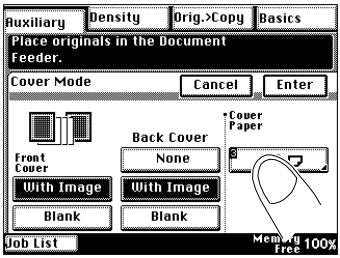
5 Select the settings for the back cover.

- ***None***
  No cover is inserted.
- ***With Image***
  The last original page will be printed on the back cover.
- ***Blank***
  A blank cover is inserted.

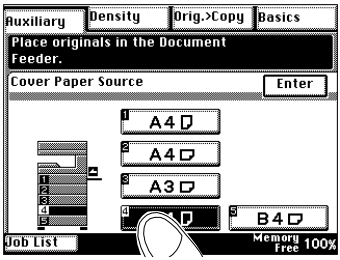


6 Touch the key below “Cover Paper“.

The display will change.

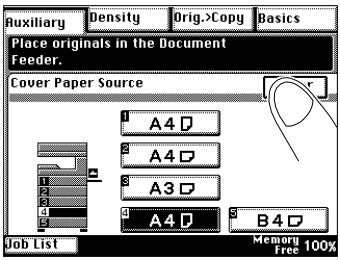


7 Select the paper drawer from which the paper for the covers will be taken.



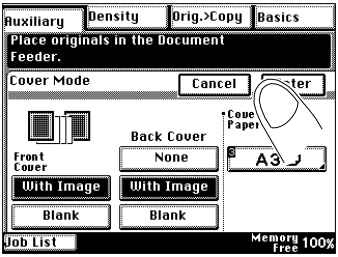
8 Confirm your settings with [ENTER].

The display will change.



9 Confirm your settings with [ENTER].

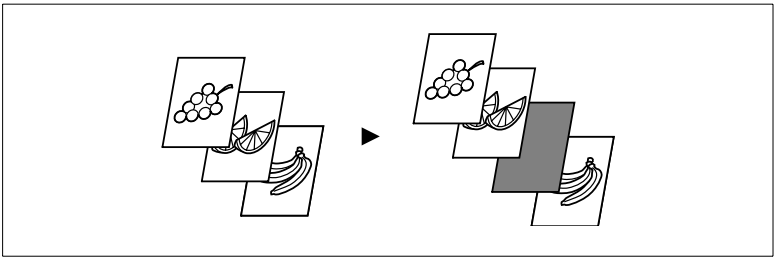
The auxiliary functions are shown again.



Ü If necessary, make additional copier settings. Start the copy cycle by touching [START].

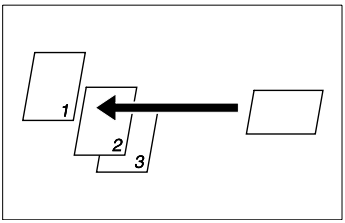
Inserting Separator Pages

(Only possible if a document feeder is installed.)

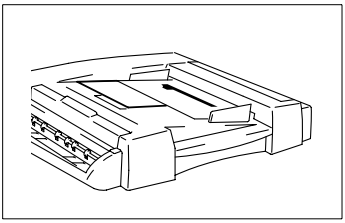


Insert separator pages into your copy set.

1 Place a separator page where you want it inserted. The separator page must be aligned differently from the originals.

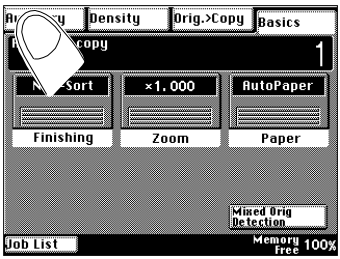


2 Load the originals containing the inserted separator pages into the document feeder. Align the originals in the right rear corner of the document feeder.



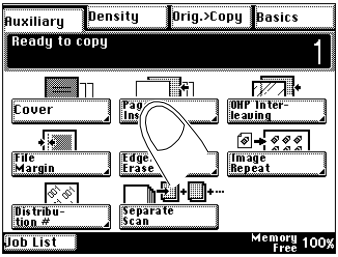
3 Touch the index key [AUXILIARY].

The auxiliary functions are shown.



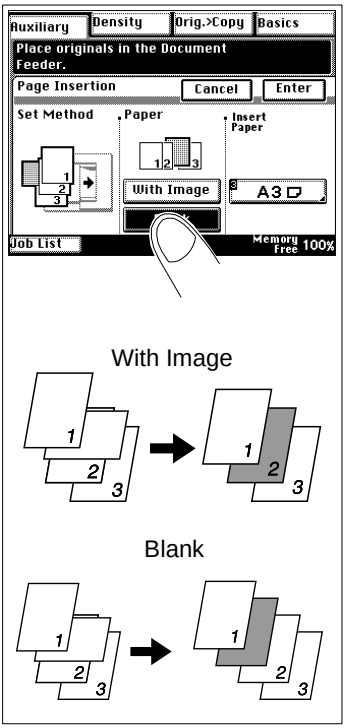
4 Touch the index key [PAGE INSERTION].

The display will change.



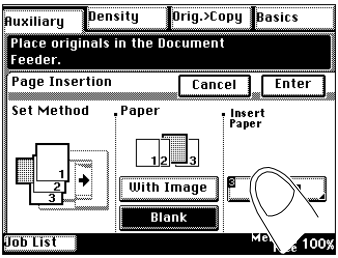
5 Select the settings for the insertion pages.

- ***With Image***
  The original page after the insert marker will be printed on the inserted page.
- ***Blank***
  A blank page is inserted.

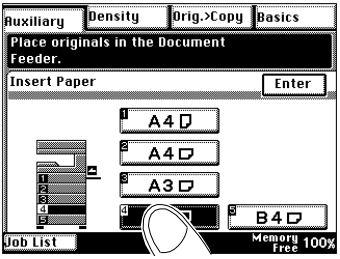


6 Touch the key below “Insert Paper“.

The display will change.

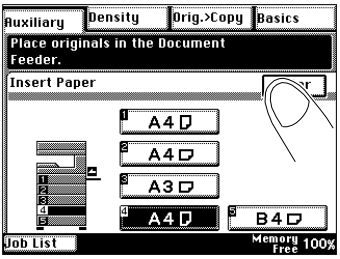


7 Select the paper drawer from which the paper for the separator pages will be taken.



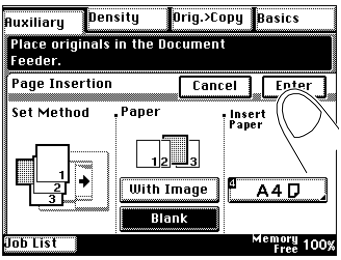
8 Confirm your settings with [ENTER].

The display will change.



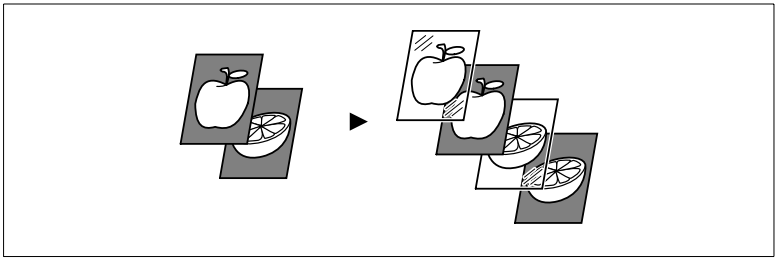
9 Confirm your settings with [ENTER].

The display will change.



Ü If necessary, make additional copier settings. Start the copy cycle by touching [START].

OHP Interleaving



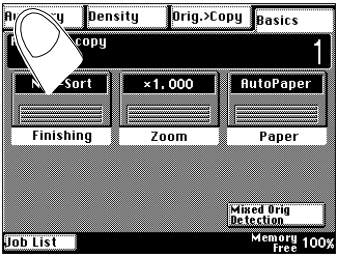
Create an OHP transparency set. Insert OHP interleaves to complete the OHP transparency set.

1 Load the originals.

- in the document feeder
- on the original glass

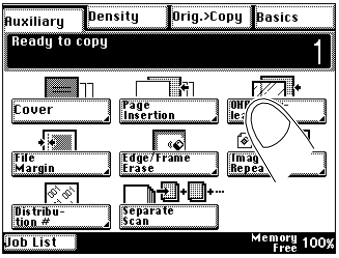
2 Touch the index key [AUXILIARY].

The auxiliary functions are shown.



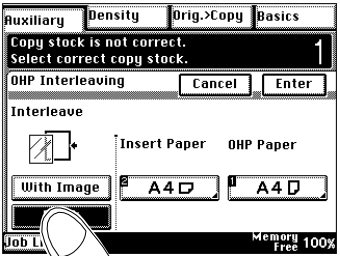
3 Touch the index key [OHP INTERLEAVING].

The display will change.



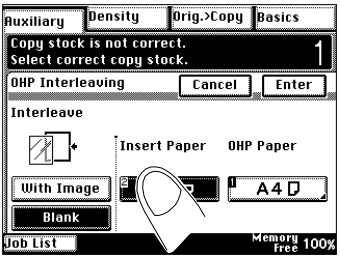
4 Select the setting for the insert markers.

- ***With Image***
  Every original page will be printed on an OHP and on an insert marker.
- ***Blank***
  A blank insert marker will be inserted after every OHP.



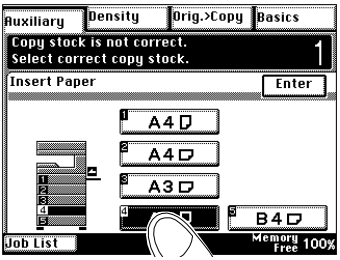
5 Press the key under “Insert Paper“.

The display will change.

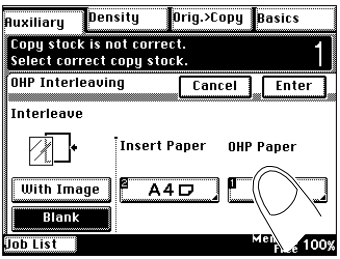


6 Select the paper drawer from which the paper for the insert markers will be taken. Confirm your settings with [ENTER].

The display will change.



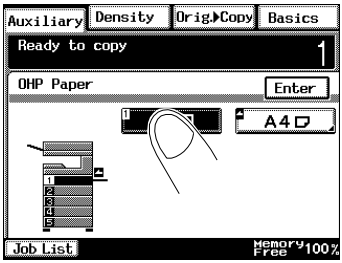
7 Press the key under “OHP Paper“.



8 Select the paper drawer from which the OHP paper will be fed. Confirm your settings with [ENTER].

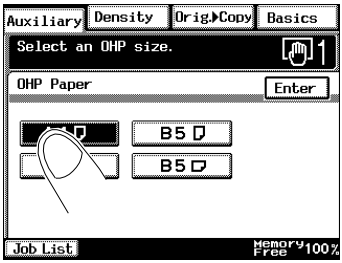
? *Do you want to have the OHP films fed in from the 1st drawer?*

Ü The 1st drawer can be selected only if the corresponding paper type (OHP) is set. For more information, see page 4-4.



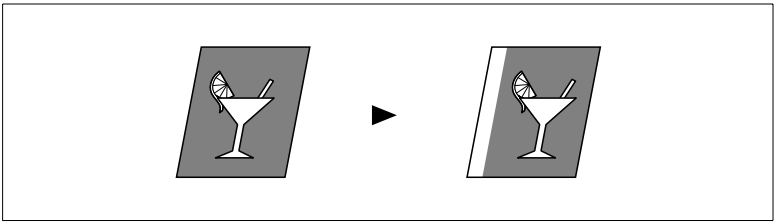
9 ***Only if single feed mode is selected:***
Specify the size of the OHP film. Confirm your settings with [ENTER].

The display will change.



Ü If necessary, make additional copier settings. Start the copy cycle by touching [START].

Adding a Margin to Your Copy



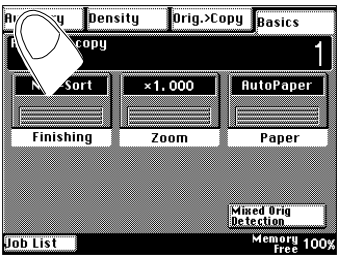
Add a file margin to your copies.

1 Load the originals.

- in the document feeder
- on the original glass

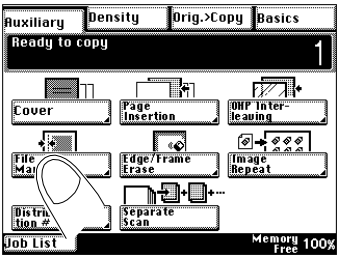
2 Touch the index key [AUXILIARY].

The auxiliary functions are shown.

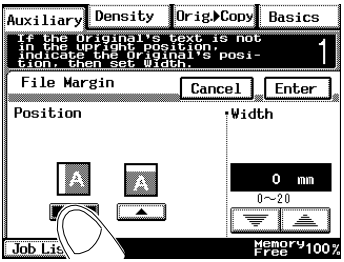


3 Press [FILE MARGIN].

The display will change.



4 Select the position of the file margin.

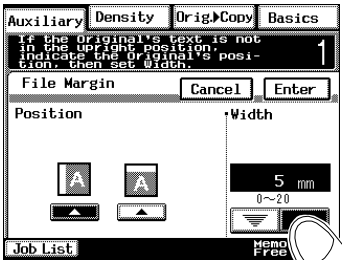


5 Set the width of the file margin with the arrow keys.

? *What must be considered?*

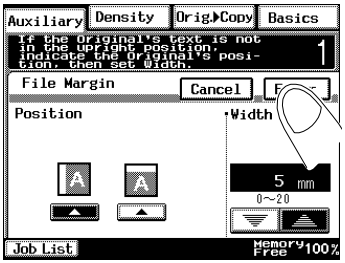
The original will be printed on the copy offset by the width of the file margin.

Ü If the file margin has been set too wide, part of the image on the copy may be lost.



6 Confirm your inputs with [ENTER].

The auxiliary functions are shown again.



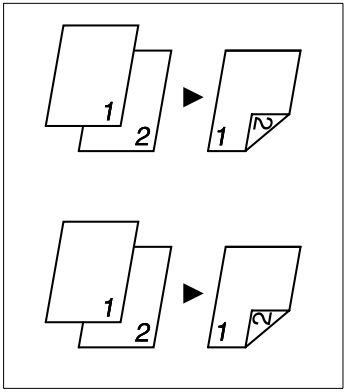
Ü If necessary, make additional copier settings. Start the copy cycle by touching [START].

- • • •

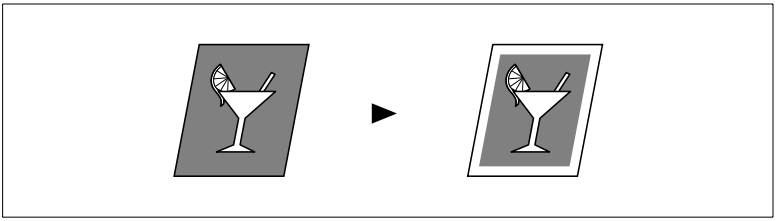
Combining file margin settings!

Settings*: file margin left, file margin width 0 mm*
Result:
The 2nd original will be printed in the same direction as the 1st original.

Settings*: file margin above, file margin width 0 mm*
Result:
The 2nd original will be printed in the opposite direction to the 1st original.



Erasing a Margin or Frame around Your Copy



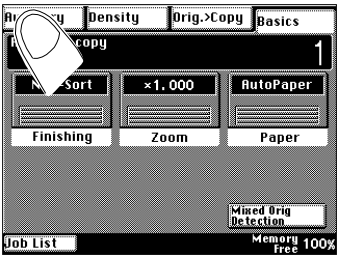
This option erases rough edges on your copies.

1 Load the originals.

- in the document feeder
- on the original glass

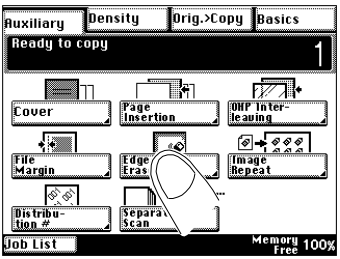
2 Touch the index key [AUXILIARY].

The auxiliary functions are shown.



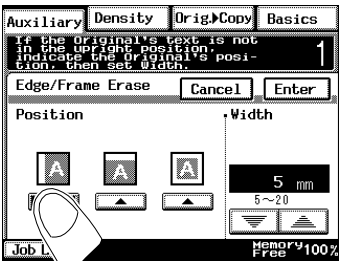
3 Press [EDGE/FRAME ERASE].

The display will change.

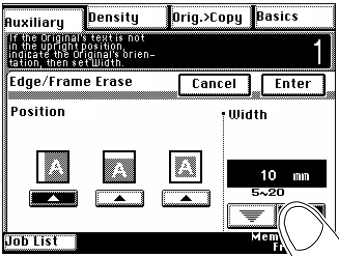


4 Select the type of edge erase.

- Erase left edge
- Edge top edge
- Erase frame

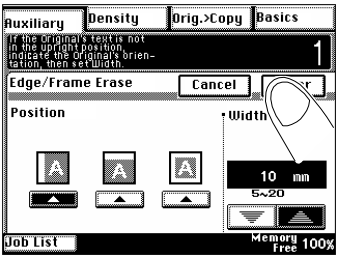


5 Set the width of the edge that is to be erased.



6 Confirm your inputs with [ENTER].

The auxiliary functions are shown again.



Ü If necessary, make additional copier settings. Start the copy cycle by touching [START].

- ...

The width of the edge is related to the original!

The edge width for edge/frame erase is based on the originals, not on the copies.

Duplicating Images onto a Copy

Repeat an original image multiple times on a copy. The size of the original image can be determined automatically or manually.

1 Load the originals.

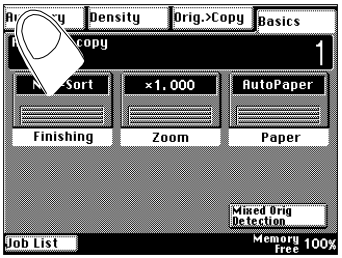
- in the document feeder
- on the original glass

2 Select a Paper Size manually.
For more information, see page 4-3.

3 Select a zoom factor.
For more information, see page 4-21.

4 Touch the index key [AUXILIARY].

The auxiliary functions are shown.

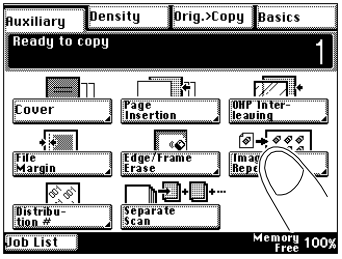


5 Press [IMAGE REPEAT].

The display will change.

6 Determine the size of the original image automatically.
or
Set the original image size.

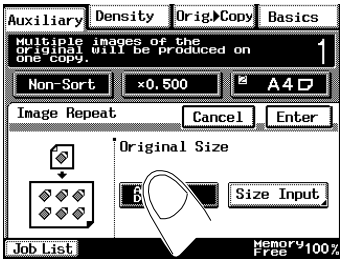
For more information,
see the following pages.



Determine the size of the original image automatically

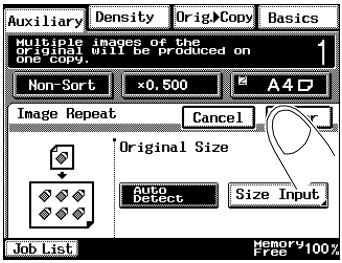
1 Press [AUTO DETECT].

The size of the original image is determined automatically.



2 Confirm your input with [ENTER].

The auxiliary functions are shown again.

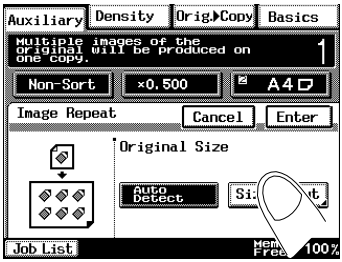


Ü If necessary, make additional copier settings. Start the copy cycle by touching [START].

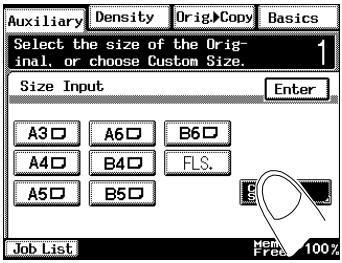
Set size of original image manually

1 Press [SIZE INPUT].

The display will change.

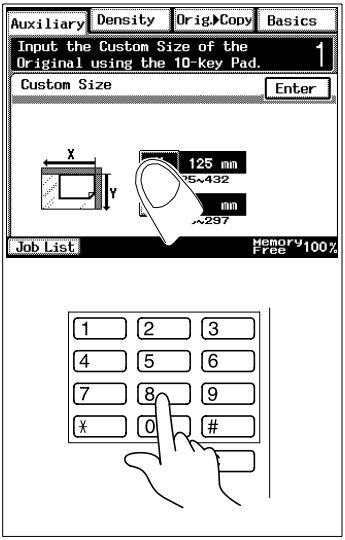


2 Choose a preset size.
or
Press [CUSTOM SIZE] to set a specific size.



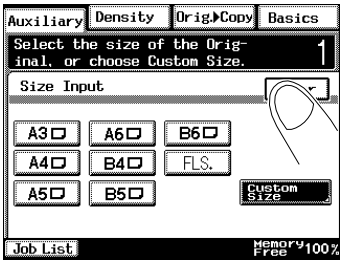
3 ***only if [Custom Size] is touched***
Press [X]. Input the length of the X-side with the numeric keypad.
Press [Y]. Input the length of the Y-side with the numeric keypad.
Confirm your inputs with [ENTER].

The display will change.



4 Confirm your inputs with [ENTER].

The auxiliary functions are shown again.



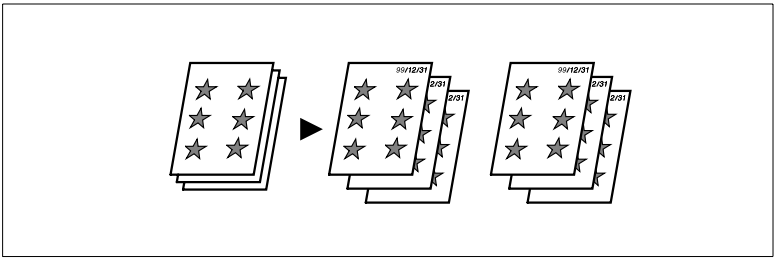
Ü If necessary, make additional copier settings. Start the copy cycle by touching [START].

- ...

Number of image repeats

The number of image repeats is automatically calculated based on the zoom factor, the size of the original image and the paper size.

Printing Background Record Numbers



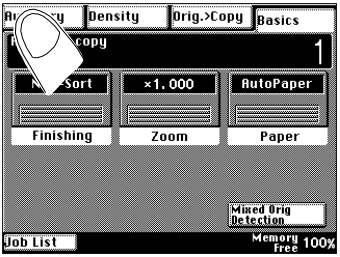
Label your copy set with record numbers.

1 Load the originals.

- in the document feeder
- on the original glass

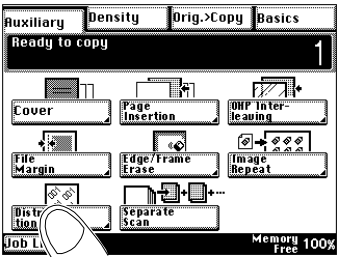
2 Touch the index key [AUXILIARY].

The auxiliary functions are shown.



3 Press the [DISTRIBUTION #] key.

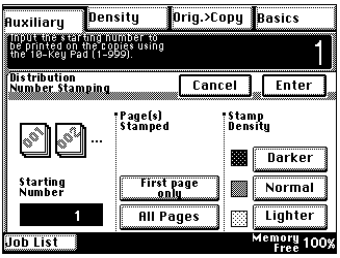
The display will change.



4 Use the keypad to set the starting number for the distribution count (000 to 999).

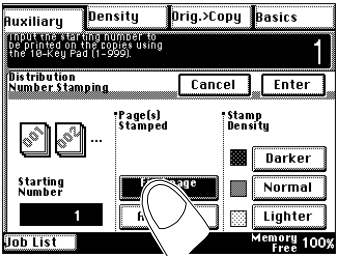
? *What happens if no number is specified?*

Ü Numeration begins with 001.

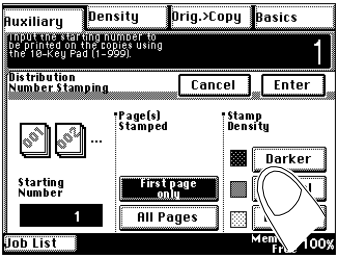


5 Set the pages on which the distribution number should be printed.

- First page only
- All pages

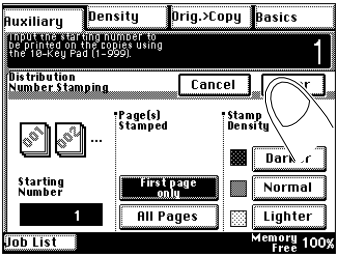


6 Specify how dark you want the number printed.



7 Confirm your inputs with [ENTER].

The auxiliary functions are shown again.

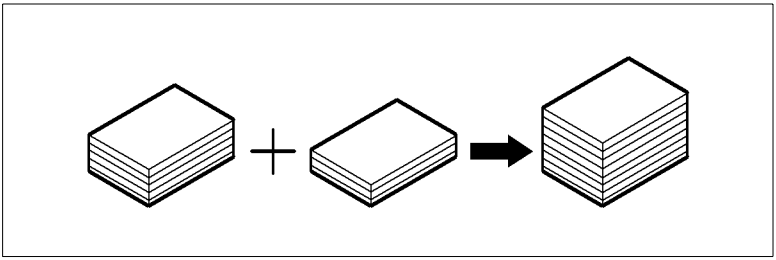


Ü If necessary, make additional copier settings. Start the copy cycle by touching [START].

- ...

Distribution number printed on cover pages too!
The distribution number is also printed on the cover pages if defined as "without print".

Separate Scan



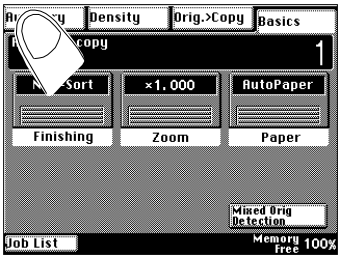
In the duplexing document feeder, for example, you can load no more than 50 original pages. If your original set consists of 80 pages, you can use the “Separate Scan“ function to scan 50 originals first, and then scan another set of 30 originals.

Using this feature, you can scan up to 120 A4 originals before beginning the copy cycle. With maximum extended memory (optional), you can scan up to 280 pages.

1 Configure the copier settings as desired.

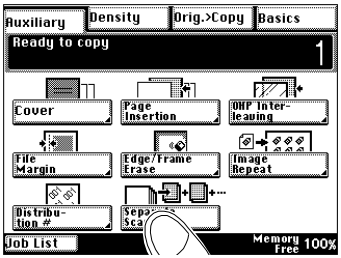
2 Touch the index key [AUXILIARY].

The auxiliary functions are shown.



3 Press [SEPARATE SCAN].

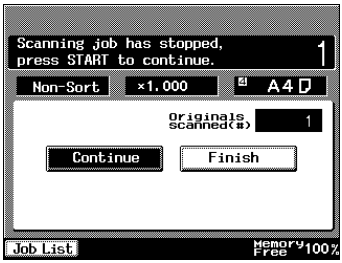
The display will change.



4 Load the first block of originals. Start the scan cycle by touching [START].

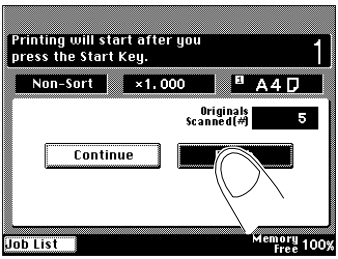
5 Load the next set of originals. Start the scan cycle by touching [START].

6 Repeat steps 4 and 5 until all originals have been scanned.



7 Press the [FINISH] after all originals have been scanned.

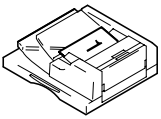
8 Start the copy cycle by pressing the [START] key.



5 Combining Functions

This chapter shows combinations of functions in table form. These tables will help you to achieve the desired copy results quickly and easily.

Finding the correct setting

1					
2	3	4	5	6	7
8					
	1-sided	Corner staple	—	—	—

Meaning of the table fields:

1. Form of original and copy
2. View of desired result
3. Orig.>Copy setting (for the copy)
   For more information, see page 45
4. Finishing setting
   For more information, see page 4-28
5. Edge setting for the original
   For more information, see page 4-48
6. Position of File Margin (Auxiliary function: create File Margin)
   For more information, see page 4-71
7. Staple/Hole position in the Finishing settings
   For more information, see page 4-31
8. Original Detection in the document feeder.

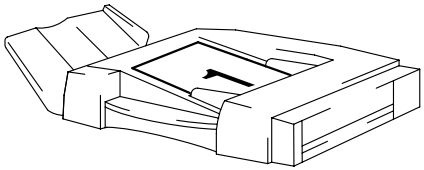
A horizontal line in a table field indicates that no setting is required there.

Please observe these precautions

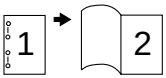
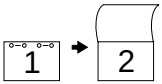
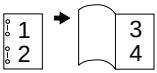
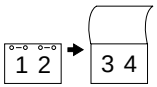
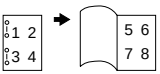
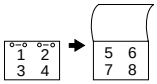
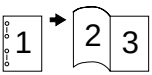
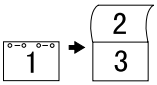
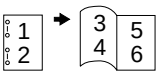
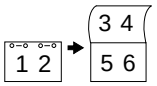
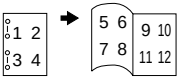
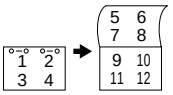
Change the original alignment when you use A3 L or B4 L copy paper and place the originals in the duplexing document feeder as illustrated below.

For more information, see page 4-47.

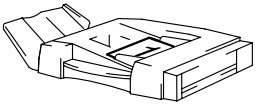
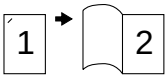
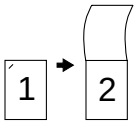
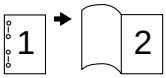
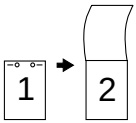
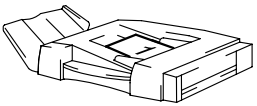
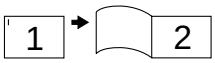
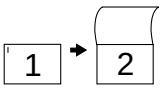
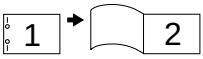
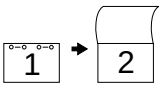
Original alignment

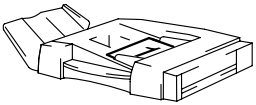
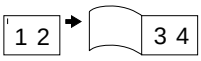
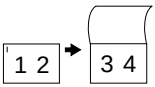
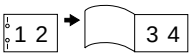
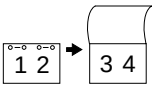
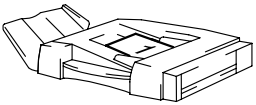
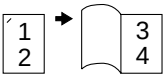
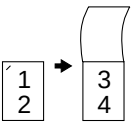
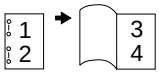
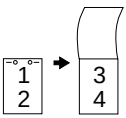


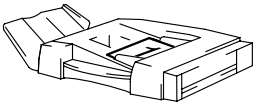
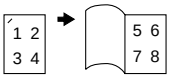
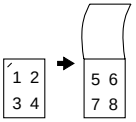
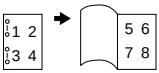
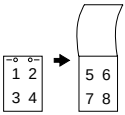
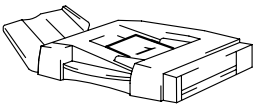
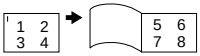
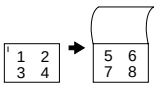
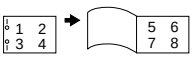
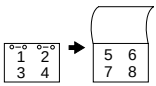
If you use A3 L or B4 L copy paper, the “2-Point Staple“ and “Hole Punch“ functions are not available.

Function combinations	
	
	
	
	
	
	

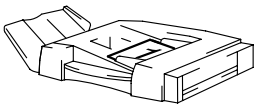
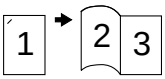
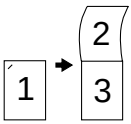
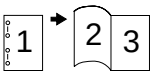
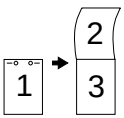
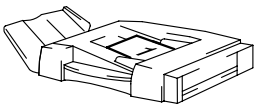
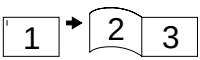
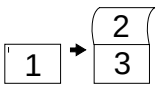
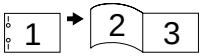
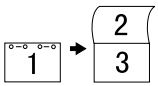
5.1 Original: 1-sided, Copy: 1-sided

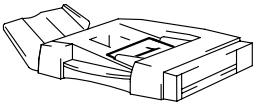
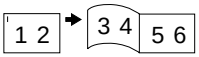
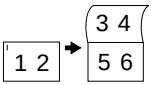
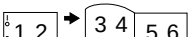
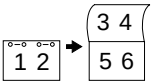
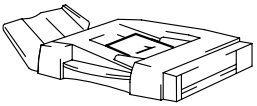
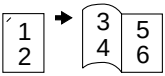
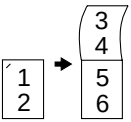
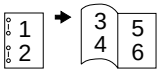
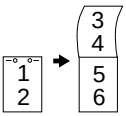
Original: 1-sided, Copy: 1-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	1-sided	Corner Staple	—	—	—
	1-sided	Corner Staple	—	—	—
	1-sided	Hole Punch, 2-point staple	—	—	—
	1-sided	Hole Punch, 2-point staple	—	—	
					
	1-sided	Corner Staple	—	—	—
	1-sided	Corner Staple	—	—	—
	1-sided	Hole Punch, 2-point staple	—	—	
	1-sided	Hole Punch, 2-point staple	—	—	—

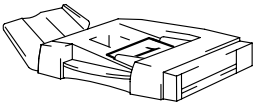
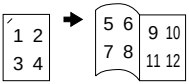
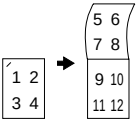
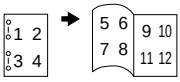
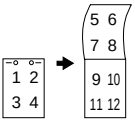
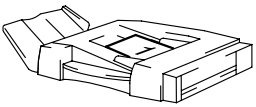
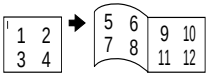
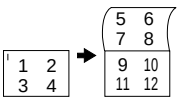
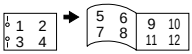
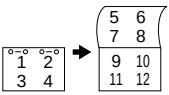
Original: 1-sided, Copy: 1-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	1-[2in1]	Corner Staple	—	—	—
	1-[2in1]	Corner Staple	—	—	—
	1-[2in1]	Hole Punch, 2-point staple	—	—	—
	1-[2in1]	Hole Punch, 2-point staple	—	—	—
					
	1-[2in1]	Corner Staple	—	—	—
	1-[2in1]	Corner Staple	—	—	—
	1-[2in1]	Hole Punch, 2-point staple	—	—	—
	1-[2in1]	Hole Punch, 2-point staple	—	—	—

Original: 1-sided, Copy: 1-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	1-[4in1]	Corner Staple	—	—	—
	1-[4in1]	Corner Staple	—	—	—
	1-[4in1]	Hole Punch, 2-point staple	—	—	—
	1-[4in1]	Hole Punch, 2-point staple	—	—	
					
	1-[4in1]	Corner Staple	—	—	—
	1-[4in1]	Corner Staple	—	—	—
	1-[4in1]	Hole Punch, 2-point staple	—	—	
	1-[4in1]	Hole Punch, 2-point staple	—	—	—

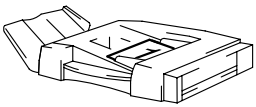
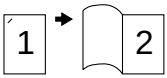
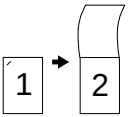
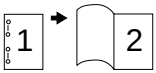
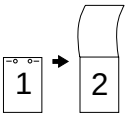
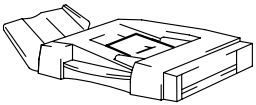
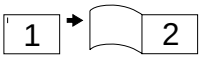
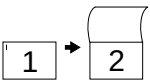
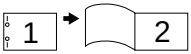
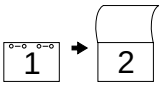
5.2 Original: 1-sided, Copy: 2-sided

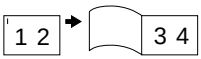
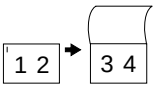
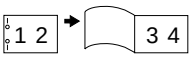
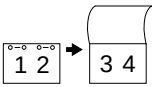
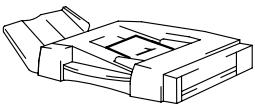
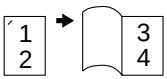
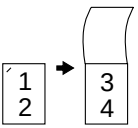
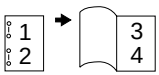
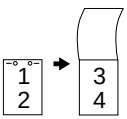
Original: 1-sided, Copy: 2-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	2-sided	Corner Staple	—	—	—
	2-sided	Corner Staple	—		—
	2-sided	Hole Punch, 2-point staple	—	—	—
	2-sided	Hole Punch, 2-point staple	—	—	
					
	2-sided	Corner Staple	—		—
	2-sided	Corner Staple	—	—	—
	2-sided	Hole Punch, 2-point staple	—	—	
	2-sided	Hole Punch, 2-point staple	—	—	—

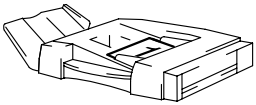
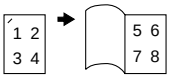
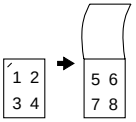
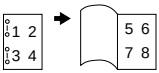
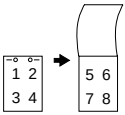
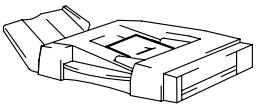
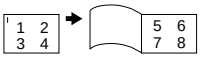
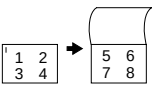
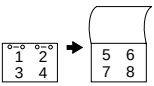
Original: 1-sided, Copy: 2-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	2-[2in1]	Corner Staple	—		—
	2-[2in1]	Corner Staple	—	—	—
	2-[2in1]	Hole Punch, 2-point staple	—	—	
	2-[2in1]	Hole Punch, 2-point staple	—	—	—
					
	2-[2in1]	Corner Staple	—	—	—
	2-[2in1]	Corner Staple	—		—
	2-[2in1]	Hole Punch, 2-point staple	—	—	—
	2-[2in1]	Hole Punch, 2-point staple	—	—	

Original: 1-sided, Copy: 2-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	2-[4in1]	Corner Staple	—	—	—
	2-[4in1]	Corner Staple	—		—
	2-[4in1]	Hole Punch, 2-point staple	—	—	—
	2-[4in1]	Hole Punch, 2-point staple	—	—	
					
	2-[4in1]	Corner Staple	—		—
	2-[4in1]	Corner Staple	—	—	—
	2-[4in1]	Hole Punch, 2-point staple	—	—	
	2-[4in1]	Hole Punch, 2-point staple	—	—	—

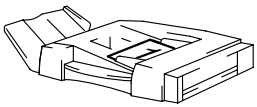
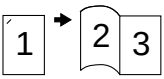
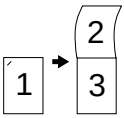
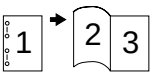
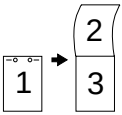
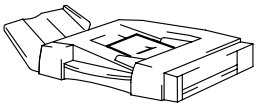
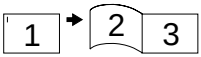
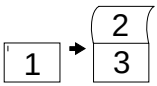
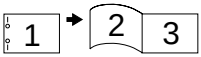
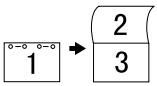
5.3 Original: 2-sided (File Margin left), Copy: 1-sided

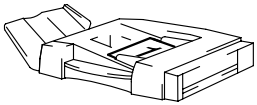
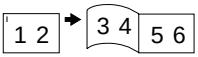
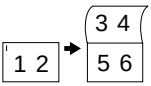
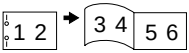
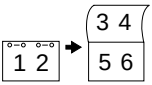
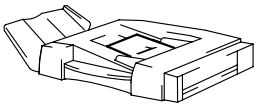
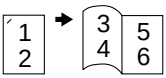
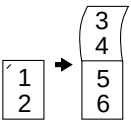
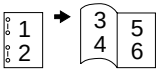
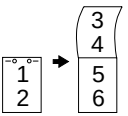
Original: 2-sided (File Margin left), Copy: 1-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	1-sided	Corner Staple	—	—	—
	1-sided	Corner Staple	—	—	—
	1-sided	Hole Punch, 2-point staple	—	—	—
	1-sided	Hole Punch, 2-point staple	—	—	
					
	1-sided	Corner Staple		—	—
	1-sided	Corner Staple		—	—
	1-sided	Hole Punch, 2-point staple		—	—
	1-sided	Hole Punch, 2-point staple		—	

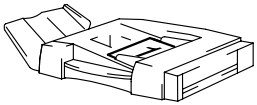
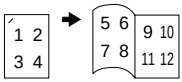
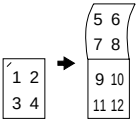
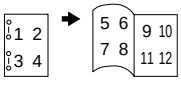
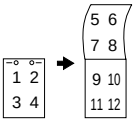
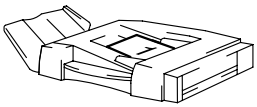
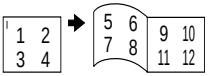
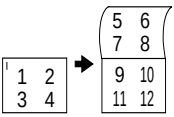
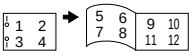
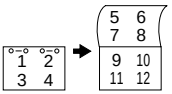
Original: 2-sided (File Margin left), Copy: 1-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
	1-[2in1]	Corner Staple	—	—	—
	1-[2in1]	Corner Staple	—	—	—
	1-[2in1]	Hole Punch, 2-point staple	—	—	—
	1-[2in1]	Hole Punch, 2-point staple	—	—	—
					
	1-[2in1]	Corner Staple		—	—
	1-[2in1]	Corner Staple		—	—
	1-[2in1]	Hole Punch, 2-point staple		—	—
	1-[2in1]	Hole Punch, 2-point staple		—	

Original: 2-sided (File Margin left), Copy: 1-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	1-[4in1]	Corner Staple	—	—	—
	1-[4in1]	Corner Staple	—	—	—
	1-[4in1]	Hole Punch, 2-point staple	—	—	—
	1-[4in1]	Hole Punch, 2-point staple	—	—	
					
	1-[4in1]	Corner Staple		—	—
	1-[4in1]	Corner Staple		—	—
	1-[4in1]	Hole Punch, 2-point staple		—	
	1-[4in1]	Hole Punch, 2-point staple		—	—

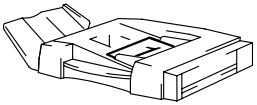
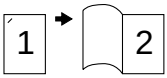
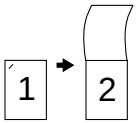
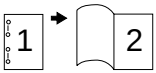
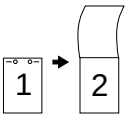
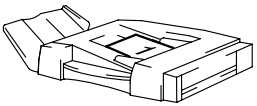
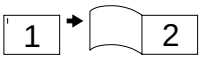
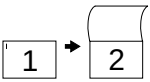
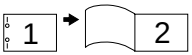
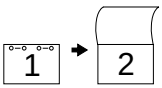
5.4 Original: 2-sided (File Margin left), Copy: 2-sided

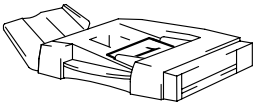
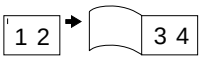
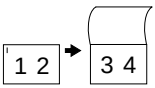
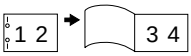
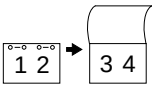
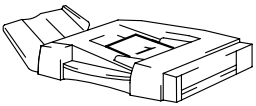
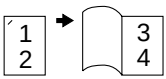
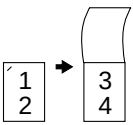
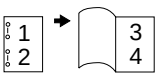
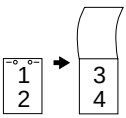
Original: 2-sided (File Margin left), Copy: 2-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	2-sided	Corner Staple	—	—	—
	2-sided	Corner Staple	—		—
	2-sided	Hole Punch, 2-point staple	—	—	—
	2-sided	Hole Punch, 2-point staple	—	—	
					
	2-sided	Corner Staple			—
	2-sided	Corner Staple			—
	2-sided	Hole Punch, 2-point staple			—
	2-sided	Hole Punch, 2-point staple		—	

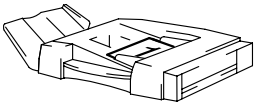
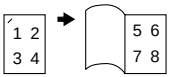
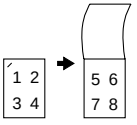
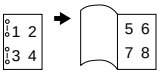
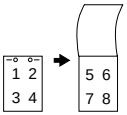
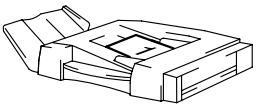
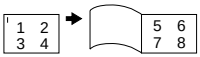
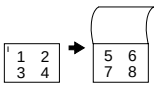
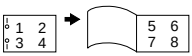
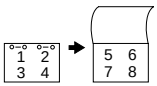
Original: 2-sided (File Margin left), Copy: 2-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	2-[2in1]	Corner Staple	—		—
	2-[2in1]	Corner Staple	—	—	—
	2-[2in1]	Hole Punch, 2-point staple	—	—	
	2-[2in1]	Hole Punch, 2-point staple	—	—	—
					
	2-[2in1]	Corner Staple		—	—
	2-[2in1]	Corner Staple			—
	2-[2in1]	Hole Punch, 2-point staple		—	—
	2-[2in1]	Hole Punch, 2-point staple		—	

Original: 2-sided (File Margin left), Copy: 2-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	2-[4in1]	Corner Staple	—	—	—
	2-[4in1]	Corner Staple	—		—
	2-[4in1]	Hole Punch, 2-point staple	—	—	—
	2-[4in1]	Hole Punch, 2-point staple	—	—	
					
	2-[4in1]	Corner Staple			—
	2-[4in1]	Corner Staple		—	—
	2-[4in1]	Hole Punch, 2-point staple		—	
	2-[4in1]	Hole Punch, 2-point staple		—	—

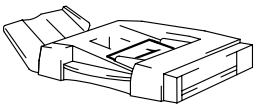
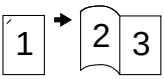
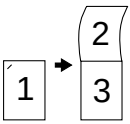
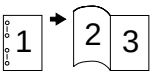
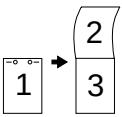
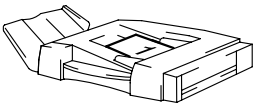
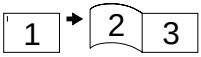
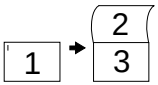
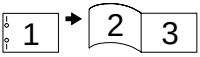
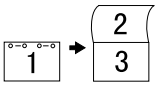
5.5 Original: 2-sided (File Margin above), Copy: 1-sided

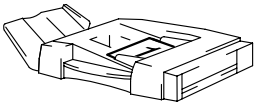
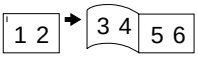
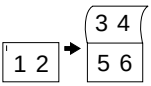
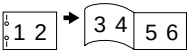
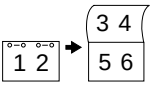
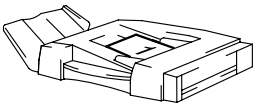
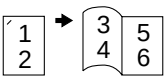
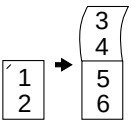
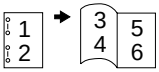
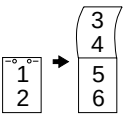
Original: 2-sided (File Margin above), Copy: 1-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	1-sided	Corner Staple		—	—
	1-sided	Corner Staple		—	—
	1-sided	Hole Punch, 2-point staple		—	
	1-sided	Hole Punch, 2-point staple		—	—
					
	1-sided	Corner Staple	—	—	—
	1-sided	Corner Staple	—	—	—
	1-sided	Hole Punch, 2-point staple	—	—	
	1-sided	Hole Punch, 2-point staple	—	—	—

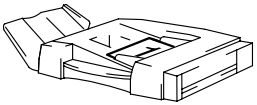
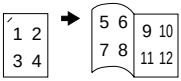
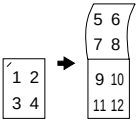
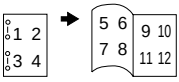
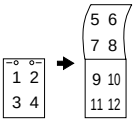
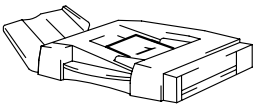
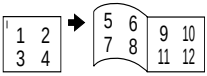
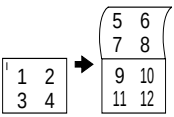
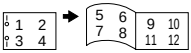
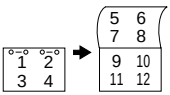
Original: 2-sided (File Margin above), Copy: 1-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	1-[2in1]	Corner Staple			—
	1-[2in1]	Corner Staple		—	—
	1-[2in1]	Hole Punch, 2-point staple		—	
	1-[2in1]	Hole Punch, 2-point staple		—	—
					
	1-[2in1]	Corner Staple	—	—	—
	1-[2in1]	Corner Staple	—		—
	1-[2in1]	Hole Punch, 2-point staple	—	—	
	1-[2in1]	Hole Punch, 2-point staple	—	—	—

Original: 2-sided (File Margin above), Copy: 1-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	1-[4in1]	Corner Staple		—	—
	1-[4in1]	Corner Staple		—	—
	1-[4in1]	Hole Punch, 2-point staple		—	
	1-[4in1]	Hole Punch, 2-point staple		—	—
					
	1-[4in1]	Corner Staple	—	—	—
	1-[4in1]	Corner Staple	—	—	—
	1-[4in1]	Hole Punch, 2-point staple	—	—	
	1-[4in1]	Hole Punch, 2-point staple	—	—	—

5.6 Original: 2-sided (File Margin above), Copy: 2-sided

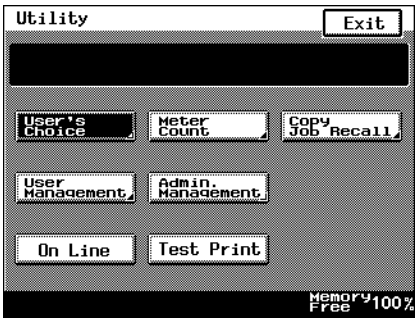
Original: 2-sided (File Margin above), Copy: 2-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	2-sided	Corner Staple		—	—
	2-sided	Corner Staple			—
	2-sided	Hole Punch, 2-point staple		—	
	2-sided	Hole Punch, 2-point staple		—	—
					
	2-sided	Corner Staple	—		—
	2-sided	Corner Staple	—	—	—
	2-sided	Hole Punch, 2-point staple	—		
	2-sided	Hole Punch, 2-point staple	—	—	—

Original: 2-sided (File Margin above), Copy: 2-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	2-[2in1]	Corner Staple			—
	2-[2in1]	Corner Staple		—	—
	2-[2in1]	Hole Punch, 2-point staple		—	
	2-[2in1]	Hole Punch, 2-point staple		—	—
					
	2-[2in1]	Corner Staple	—	—	—
	2-[2in1]	Corner Staple	—		—
	2-[2in1]	Hole Punch, 2-point staple	—	—	—
	2-[2in1]	Hole Punch, 2-point staple	—	—	

Original: 2-sided (File Margin above), Copy: 2-sided					
Desired result	**Copy**	**Finishing**	**Margin**	**File Margin**	**Hole Pos.**
					
	2-[4in1]	Corner Staple		—	—
	2-[4in1]	Corner Staple			—
	2-[4in1]	Hole Punch, 2-point staple		—	
	2-[4in1]	Hole Punch, 2-point staple		—	—
					
	2-[4in1]	Corner Staple	—		—
	2-[4in1]	Corner Staple	—	—	—
	2-[4in1]	Hole Punch, 2-point staple	—	—	
	2-[4in1]	Hole Punch, 2-point staple	—	—	

6 Utility

Use the utility to make basic changes to the copier settings.

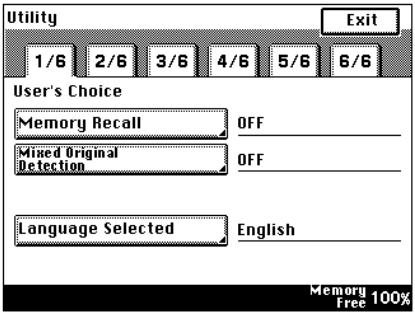


There are seven utilities.

- User's Choice see page 6-2
- Meter Count see page 6-15
- Copy Job Recall see page 6-16
- User Management see page 6-24
- Admin. Management see page 6-30
- On Line see page 6-49
- Test Print see page 6-49.

6.1 Customizing User's Choice Settings

The User's Choice utility has six index cards containing a variety of configuration options. On delivery the User's Choice settings on the copier are preset. However, you can change the User's Choice settings to make them optimum for your copying circumstances.



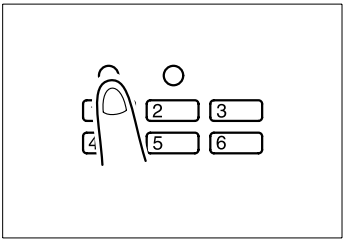
You will find more detailed descriptions of the various User's Choice settings on the six index cards on the following pages:

- User's Choice [1/6] see page 6-5
- User's Choice [2/6] see page 6-6
- User's Choice [3/6] see page 6-8
- User's Choice [4/6] see page 6-10
- User's Choice [5/6] see page 6-12
- User's Choice [6/6] see page 6-14.

Configuring User's Choice Settings

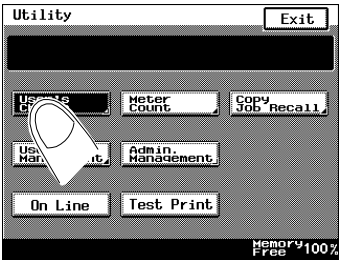
1 Press the [UTILITY] button on the control panel.

The Utility screen appears.

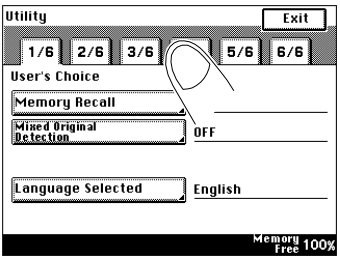


2 Press the [USER'S CHOICE] key.

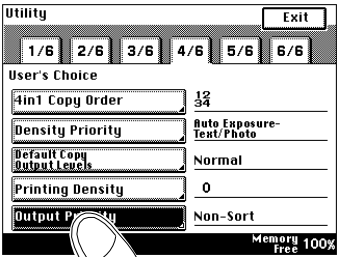
The display will change.



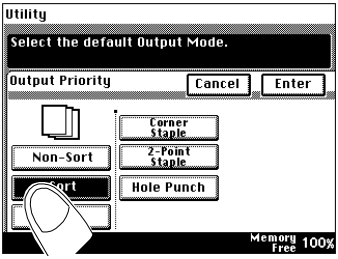
3 Select the index card for the setting that you wish to change.



4 Select the setting that you wish to change.

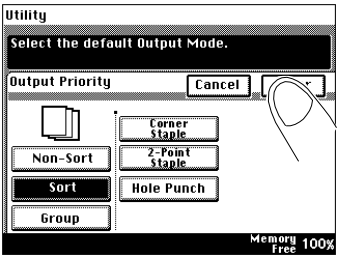


5 Adapt the setting for your copying situation.



6 Confirm your settings.

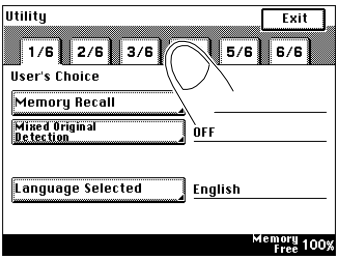
The display will change.



7 If necessary, make additional User's Choice settings.

8 Press [EXIT] to complete the procedure.

The Utility screen appears again.



- ...

First clear old values!

Some User Settings require values to be input with the numeric keypad. Before you can input a new value, you must first delete the old value. Press [C] to delete the old value.

User's Choice [1/6]

1 Press the [UTILITY] button on the control panel.

The display will change.

2 On the touch screen, press the [USER'S CHOICE] key.

The display will change.

3 Press [1/6].

Memory Recall

Specify whether the previously copied pages can be printed again from the memory after the end of a copy cycle.

Ü Press [ON] to enable printout from memory.

The default setting is “Off“.

Mixed Original Detection

Specify whether Mixed Original Detection will be activated when the copier is switched on or reset.

Ü Press [ON] to activate “Mixed Original Detection“.

The default setting is “Off“.

Language Selected

Specify the language that will be activated on the touch screen when the copier is switched on or reset.

Ü Select the desired language.

The default setting is “English“.

User's Choice [2/6]

1 Press the [UTILITY] button on the control panel.

The display will change.

2 On the touch screen, press the [USER'S CHOICE] key.

The display will change.

3 Press [2/6].

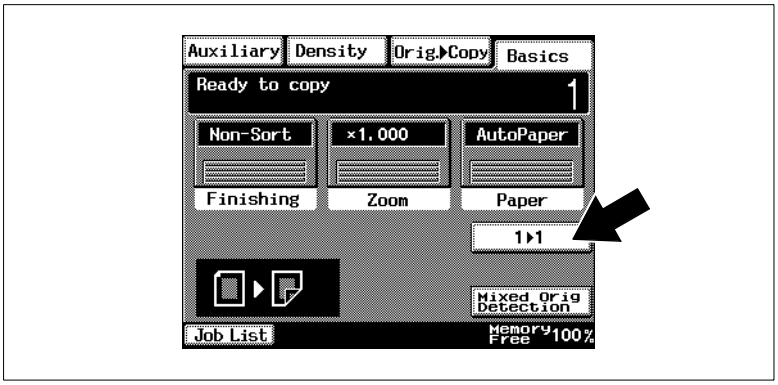
Original > Copy Default

Specify the Copy Mode to be enabled by default when the copier is switched on or reset.

Ü Select the desired Copy Mode.

The default setting is “1-sided>1-sided“.

If the default setting is set to 1-sided>2-sided or 2-sided>2-sided, an additional button appears on the touch screen. This key allows you to switch back quickly to 1-sided>1-sided mode.



Auto Paper/Auto Size

Specify the Copy Mode to be enabled by default when the copier is switched on or reset.

Ü Select [AUTO PAPER], [AUTO SIZE] or [MANUAL].

The default is [AUTO SIZE].

Tray Priority

Specify the paper drawer to be enabled by default when the copier is switched on or reset.

Ü Select the desired paper drawer.

The default setting is “1st Drawer“.

Special Paper

Specify the Drawer in which special paper should be placed.

Ü Select a paper drawer. Allocate the corresponding paper types to the paper drawer.

The default setting for all drawers is [NORMAL].

The icons mean:	
Recycled paper	This paper drawer will not be used in: • Auto Paper Mode
Not for 2-sided	This paper drawer will not be used in: • 2-sided Copying
Special	This paper drawer will not be used in: • Auto Paper Mode • Automatic Paper Drawer Change

2in1, 4in1, Booklet Copy Zoom

Specify whether the originals should be reduced by the default zoom factor with the “2in1“, “4in1“ and “Booklet“ functions.

The default zoom factors are:

4in1:	× 0.500
2in1/Booklet:	× 0.647
2in1 Separate	× 1.545

Ü Select the desired settings.

The default setting is [ON].

User's Choice [3/6]

1 Press the [UTILITY] button on the control panel.

The display will change.

2 On the touch screen, press the [USER'S CHOICE] key.

The display will change.

3 Press [3/6].

Auto Panel Reset

Specify the amount of time that should elapse after the last copy cycle or user input before the copier automatically returns to its default settings.

Ü Select the desired time.
or
Press [NO RESET] if the copier should not be automatically reset to the default settings.

The default setting is [1 MINUTE].

Energy Save Mode

Specify the amount of time that should elapse after the last copy cycle or user input before the copier automatically switches to Energy Saver Mode.

Ü Input a value between 1 and 240 minutes with the numeric keypad.

The default setting is [15 MINUTES].

Plug-In Counter, ID key Reset

Specify whether the copier is to be automatically reset to the default settings after removal of the counter.

Ü Select the desired setting.

The default setting is [ON].

Auto Shut Off

Specify the amount of time that should elapse after the last copy cycle or user input before the copier is automatically shut off.

Ü (Without printer controller)
Input a value between 15 and 90 minutes with the numeric keypad.
or
Press [NO RESET] if the copier should not be automatically shut off.

The default setting is [60 MINUTES].

Ü (With printer controller)
Input a value between 15 and 240 minutes with the numeric keypad.
or
Press [NO RESET] if the copier should not be automatically shut off.

The default setting is [60 MINUTES].

The administrative management functions can be used to specify whether auto shut off mode can be disabled using the User's Choice settings. For more information, see page 6-33.

- • • •
  Applicable for Switzerland only!
  To meet the E2000 regulations in Switzerland, when the device is installed the default setting for activating Energy Save Mode (Auto Shut Off) is to be changed from 60 minutes to 40 minutes.

LCD Back-light Off

Specify the amount of time that should elapse after the last copy cycle or user input before the backlight for the touch screen is switched off.

Ü Input a value between 1 and 240 minutes with the numeric keypad.

The default setting is [1 MINUTE].

User's Choice [4/6]

1 Press the [UTILITY] button on the control panel.

The display will change.

2 On the touch screen, press the [USER'S CHOICE] key.

The display will change.

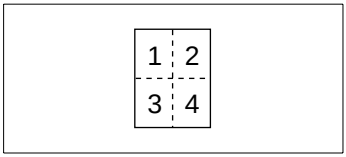
3 Press [4/6].

4in1 Copy Order

Set the page order for 4in1 finishing.

Ü Select the desired page order.

The default setting is:



Density Priority

Specify the image density settings to be enabled by default when the copier is switched on or reset.

Ü Select [AUTO] for Auto Exposure and [MANUAL] for manual exposure.

The default is [AUTO].

Ü If you have selected the [MANUAL] image density setting, select image density optimisation for [TEXT], [TEXT/PHOTO] or [PHOTO].

The default setting is [TEXT].

Default Level (Copy)

Use the default level to specify whether the copies should be made generally lighter or darker. Specify the value to be enabled when the copier is switched on or reset.

Ü For automatic exposure, under “Auto Exposure“ select [LIGHTER], [NORMAL] or [DARKER].

The default setting is [NORMAL].

Ü For manual exposure, under “Man.Exposure“ select the desired print exposure level from [1] to [9].

The default setting is [5].

Print Exposure

Specify the exposure level for the printout.

Ü Select from [-2], [-1], [0], [1] and [2].

The default setting is [0].

Output Priority

Specify the Finishing function to be enabled by default when the copier is switched on or reset. The available options depend on the equipment attached to your copier.

Ü Select the desired Finishing function.

The default setting is [NON-SORT].

User's Choice [5/6]

1 Press the [UTILITY] button on the control panel.

The display will change.

2 On the touch screen, press the [USER'S CHOICE] key.

The display will change.

3 Press [5/6].

Intelligent Sorting

Specify whether the “Sorting“ function should be activated when at least two originals are placed in the document feeder.

Ü Select the desired setting.

The default setting is [ON].

Output Tray

Specify the preferred output tray to which the copier delivers copies if the copier is equipped with a finisher. The available options depend on the equipment attached to your copier.

Ü Select the desired setting.

The default setting is:

for sorter	PC [1] and copier [2].
for finisher	PC [2]
for mailbin finisher	PC [2]

Small Originals

Specify whether a copy cycle is to be started when [START] is touched even if an original is not detected on the original glass or the detected original is too small.

Ü Press [ON] if a copy cycle should be started.
or
Press [OFF] if a copy cycle should not be started. In this case, a warning message prompting the user to select the paper size manually will appear.

The default setting is [ON].

Scanner Dry

Specify whether and when the scanner should be dried.

Ü Define a value within 24 hours in 1-minutes intervals using the numeric keypad.

The default setting is [OFF].

User's Choice [6/6]

1 Press the [UTILITY] button on the control panel.

The display will change.

2 On the touch screen, press the [USER'S CHOICE] key.

The display will change.

3 Press [6/6].

***Density (ADF only*)**

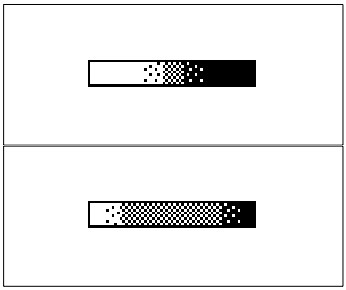
Specify the image density for scanning the originals fed by the automatic document feeder.

- Select the 1st mode for originals with normal coverage such as text printed with a laser printer.

  The default setting is “On“.

- Select 2nd mode for very light originals such as text written in pencil.

  The default setting is the 1st mode.

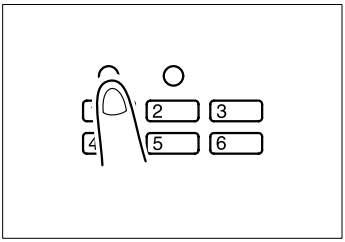


6.2 Counter

Check your copier's Meter Counts.

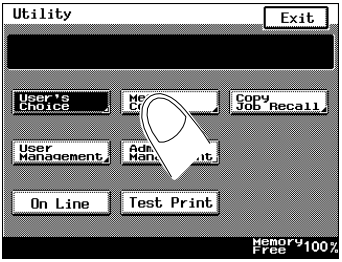
1 Press the [UTILITY] button on the control panel.

The display will change.

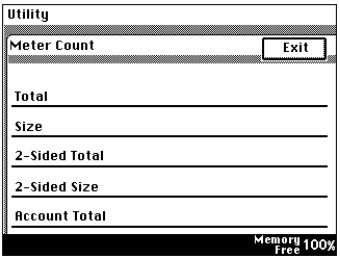


2 Press [METER COUNT].

The display will change. A variety of Meter Counts will be displayed.



The following Copy Track functions will be displayed:



- ***Total***
  The Total Counter shows the total number of copies made since installation of the copier.
- ***Size***
  The Paper Size Counter shows the number of copies made on copy paper of a preset size.
  The size will be set by your technical representative.
- ***2-Sided Total***
  The 2-sided Total Counter shows the number of all 2-sided copies made since installation of the copier.
- ***2-Sided Size***
  The 2-sided Paper Size Counter shows the number of all copies on copy paper of a preset size. The size is the same as that of the paper size counter.
- ***Account Total***
  (Only for access with an administrator number.)
  The Account Total Indicator shows the number of copies made for the current administrator number..

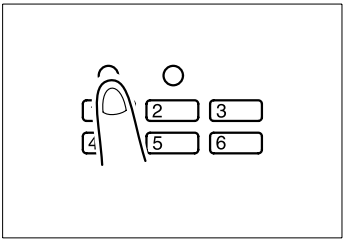
6.3 Job Recall

Recalling a Stored Copy Job Program

Recall a stored copy job program.

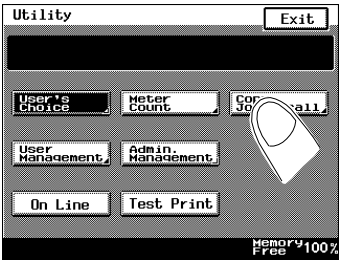
1 Press the [UTILITY] button on the control panel.

The display will change.



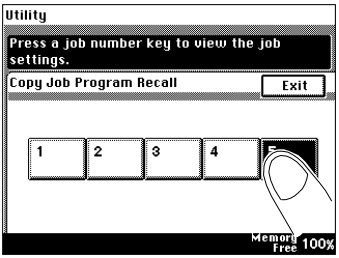
2 Press the [COPY JOB RECALL] key.

The display will change.



3 Touch the memory location key where the copy job program was stored.

The display will change.

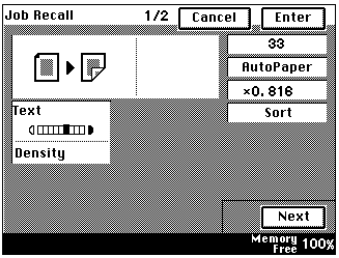


4 Check the settings of the copy job program.

? *Did you select the wrong copy job program?*

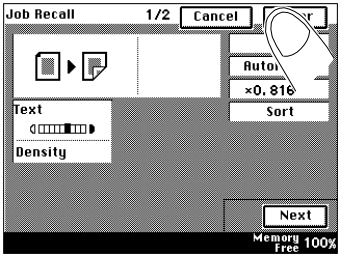
Ü Press [CANCEL]. The screen with the memory locations will be shown again.

Ü Select the correct copy job program from the screen.



5 Confirm your selection with [ENTER].

The settings of the copy job program are loaded into the copier. The copy cycle can be started.



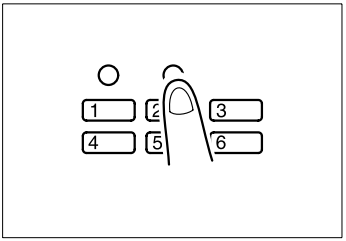
Saving a Copy Job Program

Store up to ten frequently used copier settings as copy job program.

1 Make copier settings as required.

2 Press [MODE CHECK] on the control panel.

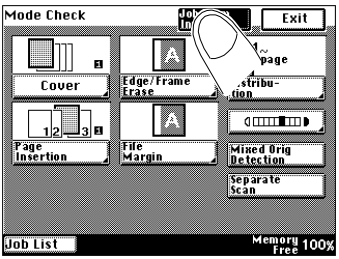
An overview of the current copier settings is displayed.



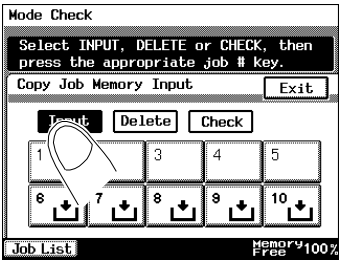
3 Check the current copier settings. Change any setting, if necessary.

4 Press the [JOB MEM INPUT] key.

The display will change.



5 Press [INPUT].

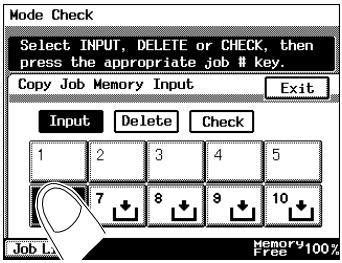


6 Select a memory position from [1] to [10] to save the job program.

? *Why is there a symbol at some memory locations?*

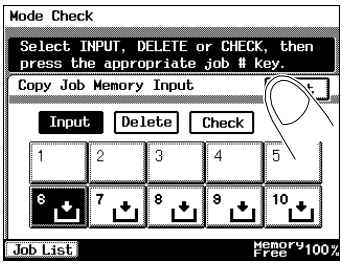
The free symbol indicates that the memory location is free.

Ü Save a copy job program to a free memory location.



7 Confirm your selection with [EXIT].

The display will change.



- ...

Overwritten and deleted!

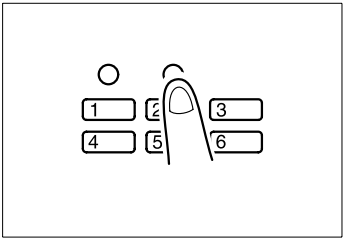
If all three memory locations are occupied, a copy job program can be stored only by overwriting a memory location. The copy job program on the overwritten memory location is deleted by this action.

Checking the Settings of a Copy Job Program

Check the settings of a stored copy job program.

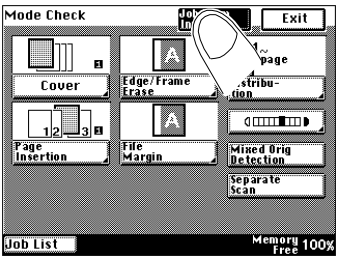
1 Press [MODE CHECK] on the control panel.

An overview of the current copier settings is displayed.

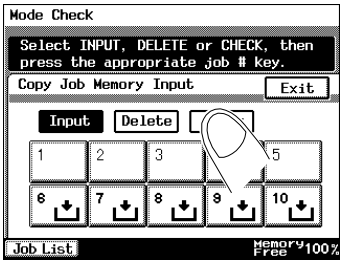


2 Press the [JOB MEM INPUT] key.

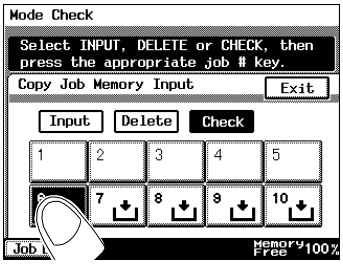
The display will change.



3 Press [CHECK].

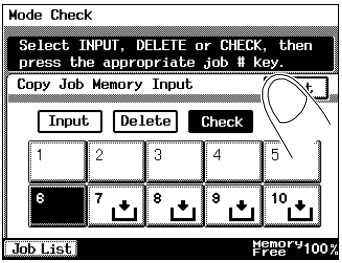


4 Select the memory position from [1] to [10] to check its settings.



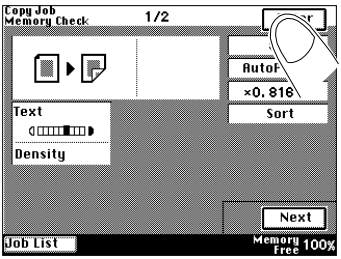
5 Confirm your selection with [EXIT].

An overview of the copier settings for the job program is displayed.



6 Press the [ENTER] key to close the overview.

The job memory positions are displayed again.

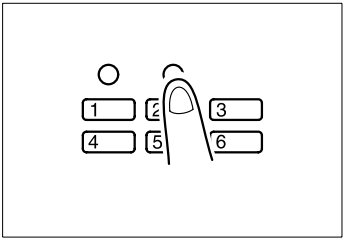


Deleting a Stored Copy Job Program

Delete a copy job program from job memory.

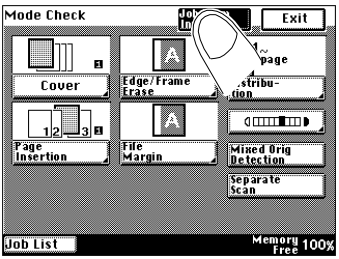
1 Press [MODE CHECK] on the control panel.

An overview of the current copier settings is displayed.



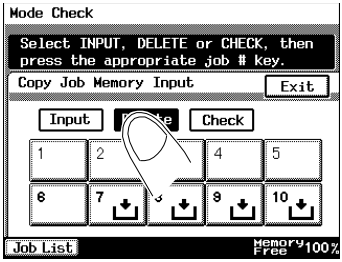
2 Press the [JOB MEM INPUT]key.

The display will change.



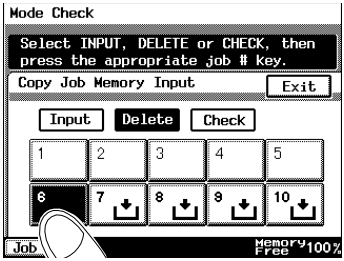
3 Press [DELETE].

The display will change.



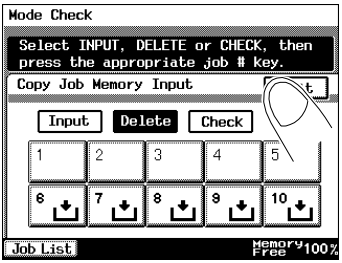
4 Touch the memory location key where the copy job program to be deleted was stored.

The free symbol appears at the memory location again.

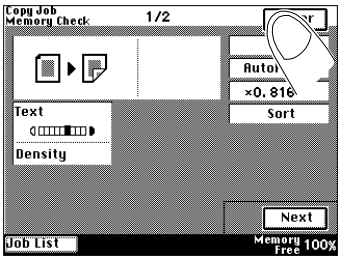


5 Confirm the deletion by pressing [EXIT].

An overview of the current copier settings is displayed.



6 Press the [ENTER] key to close the overview.



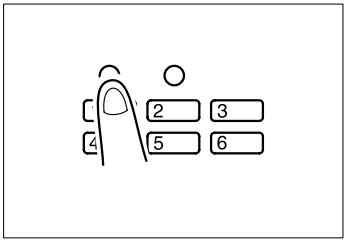
6.4 User Management

Confirmation Beep

Set the volume of the confirmation beep.

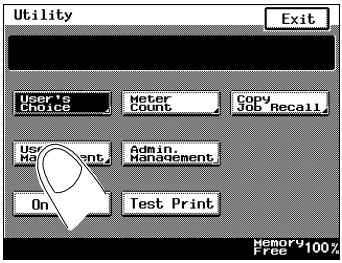
1 Press the [UTILITY] button on the control panel.

The display will change.



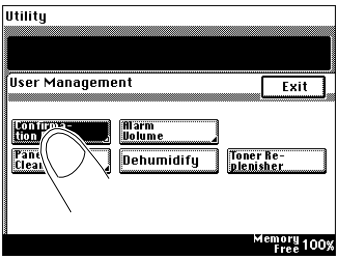
2 Press the [USER MANAGEMENT] key.

The display will change.



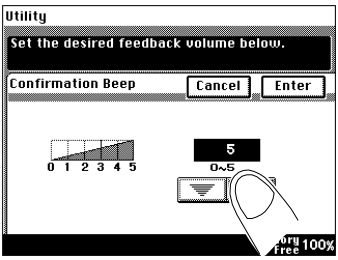
3 Press the [CONFIRMATION BEEP] key.

The display will change.



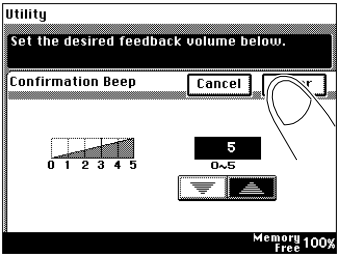
4 Use the arrow keys to adjust the volume of the confirmation beep.

The default setting is "3".

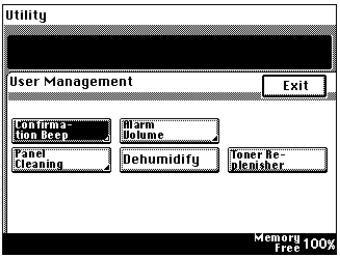


5 Confirm your settings with [ENTER].

The display will change.



6 Make any other desired changes to the user management settings.

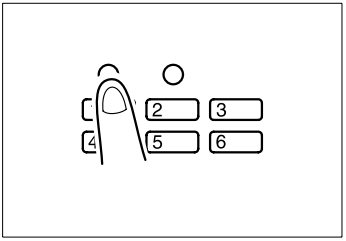


Alarm Beep

Set the volume of the alarm beep.

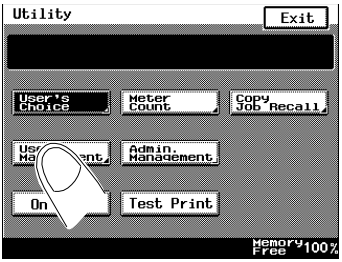
1 Press the [UTILITY] button on the control panel.

The display will change.



2 Press the [USER MANAGEMENT] key.

The display will change.

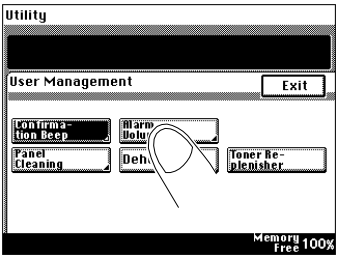


3 Press the [ALARM VOLUME] key.

The display will change.

4 Use the arrow keys to adjust the volume of the alarm.

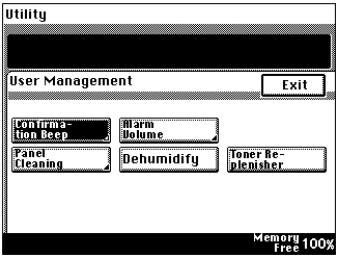
The default setting is "3".



5 Confirm your settings with [ENTER].

The display will change.

6 Make any other desired changes to the user management settings.

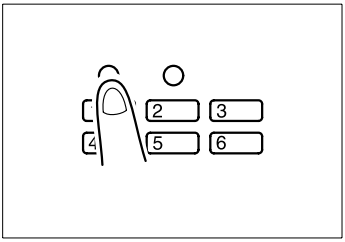


The Drying Procedure

High humidity or sudden changes in humidity can cause condensation to form on the surface of the PC drum and the scanner. This can result in smudged copies and missing text. In this occurs, start the drying procedure.

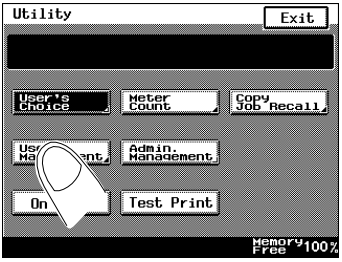
1 Press the [UTILITY] button on the control panel.

The display will change.



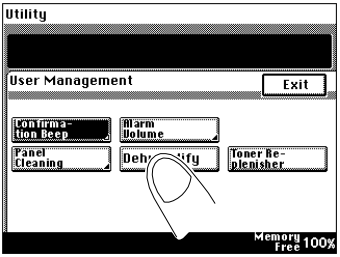
2 Press the [USER MANAGEMENT] key.

The display will change.

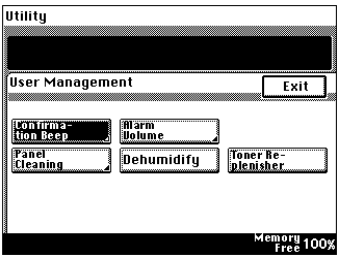


3 Press the [DEHUMIDIFY] key.

The drum drying process is carried out. The process will end automatically. Starting a copy cycle during the drying procedure stops the drying procedure.



4 Make any other desired changes to the user management settings.

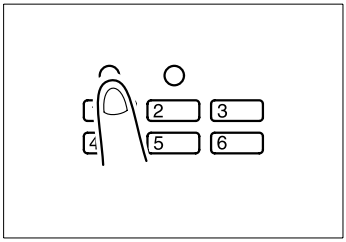


Adding Toner

If you make a large number of very dark copies, the increased toner consumption may cause subsequent copies to be made too light. If this occurs, start the toner replenisher function. This will ensure even copy quality.

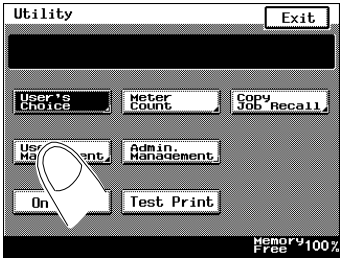
1 Press the [UTILITY] button on the control panel.

The display will change.



2 Press the [USER MANAGEMENT] key.

The display will change.

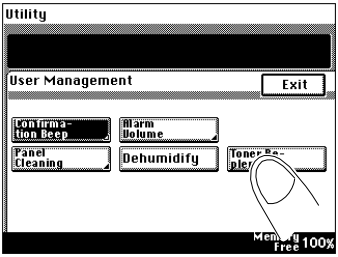


3 Press the [TONER REPLENISHER] key.

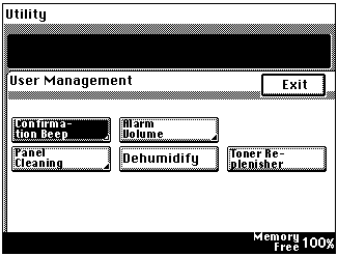
The toner replenishing process is carried out.

- Do not switch the copier off while this is happening.
- Never open any copier doors while this is occurring.

The process will end automatically.



4 Make any other desired changes to the user management settings.

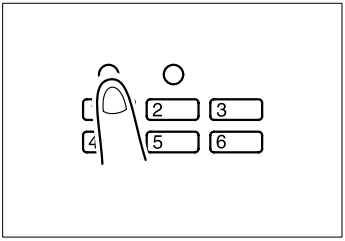


Cleaning the Control Panel

Disable the touch screen function to clean the control panel.

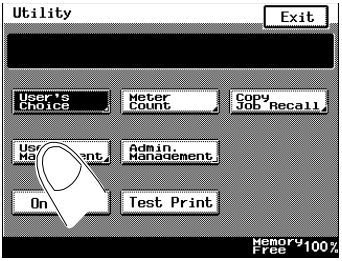
1 Press the [UTILITY] button on the control panel.

The display will change.



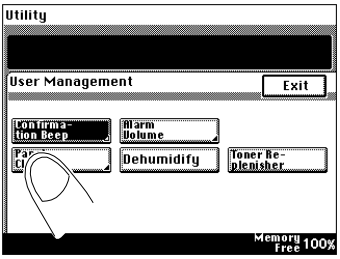
2 Press the [USER MANAGEMENT] key.

The display will change.



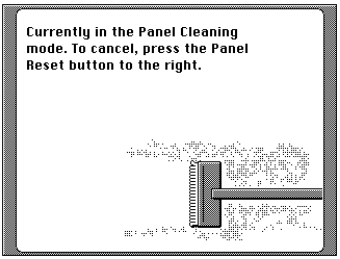
3 Press the [PANEL CLEANING] key.

The display will change.



4 Wipe the surface of the control panel clean with a soft, dry cloth.

5 Press the [RESET] key on the control panel to enable the touch screen.



6.5 Using Administrative Management Functions

The administrative management mode consists of three important functions for generating and recording copies for projects and cost centres:

- Limiting the number of copies
- Locking auto shut-off
- Copy counter (100 counter readings/1000 counter readings).

Most useful is the ability to set up copy counters.

You can choose from two different meter counters:

- 100 counter readings
  With this option, you can set up individual administrator numbers, access codes and copy limits. For each administrator number, there is a total counter and a size counter.
- 1000 counter readings
  With this option, you can have administrator numbers from 000 to 999 assigned automatically. The administrator number also serves as the access number. For each administrator number, there is a total counter.

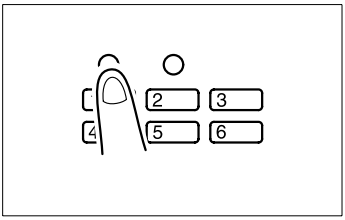
- ...
  Administrative management functions are protected by an administrator code!
  Access to administrator functions is protected with an administrator number (access number). The administrator code is set up by your technical representative. If you forget the administrator number or wish to change it, contact your technical representative.

Limiting the Number of Copies

Limit the number of copies that can be made per copy cycle. The number of copies can be from 1 to a maximum of 99 per copy cycle.

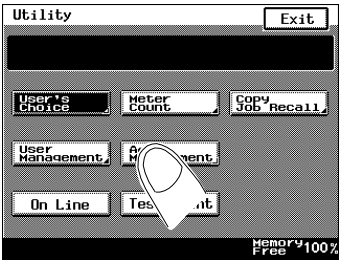
1 Press the [UTILITY] button on the control panel.

The Utility screen appears.



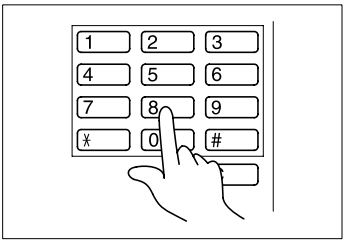
2 Press the [ADMIN. MANAGEMENT] key.

The display will change.



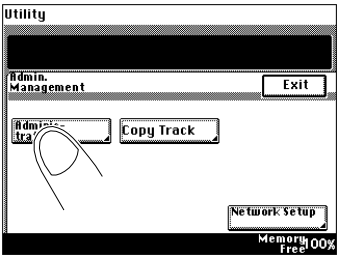
3 Input the 8-digit administrator code using the keypad.

The administrative management functions are displayed.



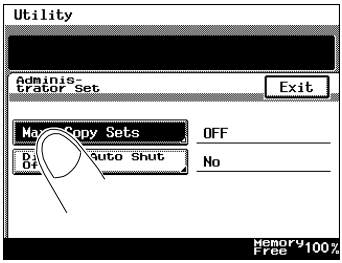
4 Press the [ADMINISTRATOR SET] key.

The display will change.



5 Press the [MAX. COPY SETS] key.

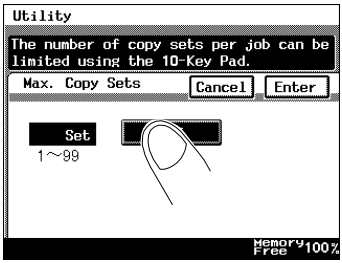
The display will change.



6 Press the [C] key on the control panel to delete a value that you no longer need. Set the Copy Limit with the numeric keypad.

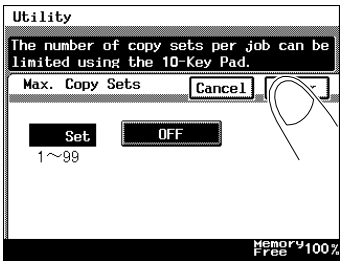
or

Press the [OFF] key to cancel a copy limit.



7 Confirm your settings with [ENTER].

8 Change any other administrative settings if necessary.

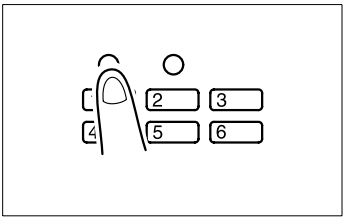


Locking Auto Shut Off Mode

Lock the Auto Shut Off Mode. This function can then no longer be disabled in the User's Choice settings.

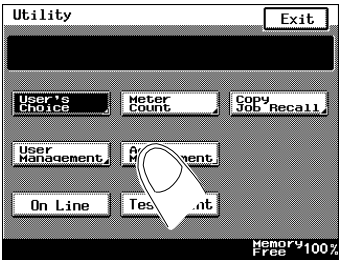
1 Press the [UTILITY] button on the control panel.

The Utility screen appears.



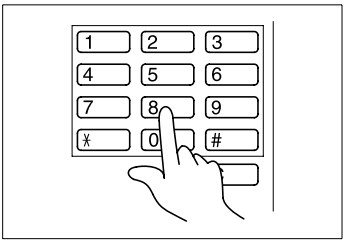
2 Press the [ADMIN. MANAGEMENT] key.

The display will change.



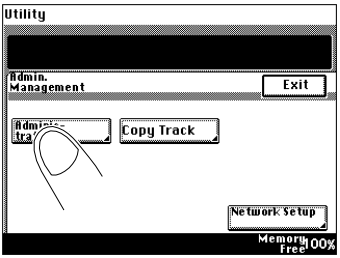
3 Input the 8-digit administrator code using the keypad.

The administrative management functions are displayed.



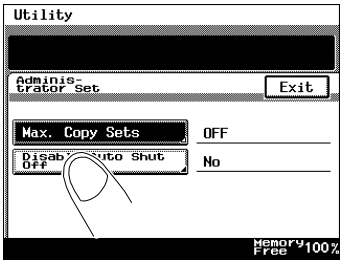
4 Press the [ADMINISTRATOR SET] key.

The display will change.

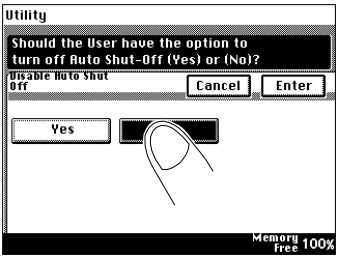


5 Press the [DISABLE AUTO SHUT OFF] key.

The display will change.

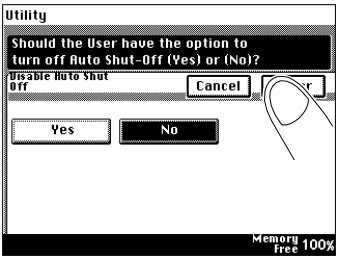


6 Press [YES] to allow all users to disable the auto shut-off function.
or
Press [NO] to make sure the function cannot be disabled by any users.



7 Press the [ENTER] key to confirm your selection.

8 Change any other administrative settings if necessary.



Turning on the Copy Counter

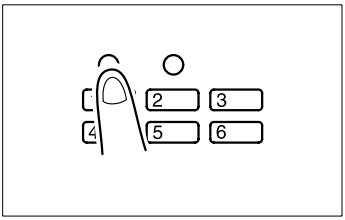
The Copy Track Administrator function is used to record copies based on projects or cost centres. You can set up to 100 individual administrator numbers on the copier. Pure copy recording can be set up for up to 1000 access numbers.

Note the following important information!	
These functions/counters are available:	
100 accounts:	• Access number • Total Counter • Size counter • Copy limits (Copy limitation) • Access code (Administrator code)
1000 Accounts:	• Total Counter

When the administrative counter function is enabled, the copier is available only after entering a valid access number.

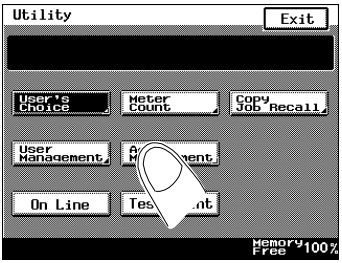
1 Press the [UTILITY] button on the control panel.

The Utility screen appears.



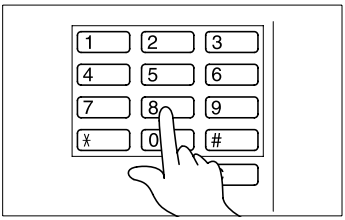
2 Press the [ADMIN. MANAGEMENT] key.

The display will change.



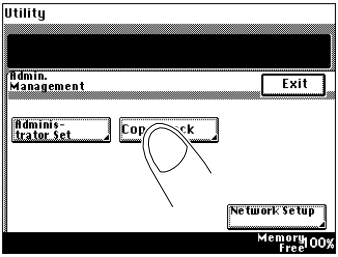
3 Input the 8-digit administrator code using the keypad.

The administrative management functions are displayed.



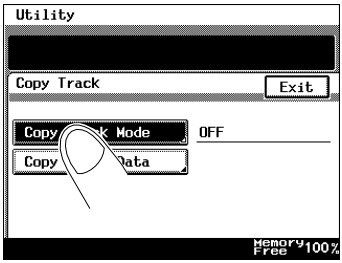
4 Press the [COPY TRACK] button.

The display will change.

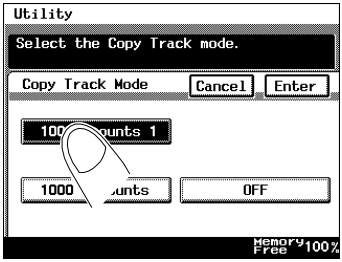


5 Press the [COPY TRACK MODE] key.

The display will change.



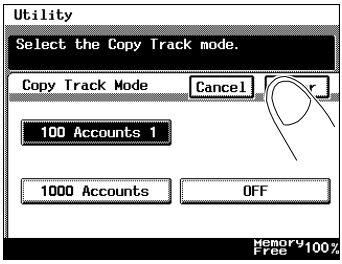
6 Press [100 ACCOUNTS 1] to set 100 Copy Tracks.
or
Press [1000 ACCOUNTS] to set 1000 Copy Tracks.
or
Press the [OFF] key to disable the copy counter.



7 Confirm your selection with [ENTER].

The copy counters are initialized. The process takes about 70 seconds. The process ends automatically.

8 If necessary, make additional copy counter settings.



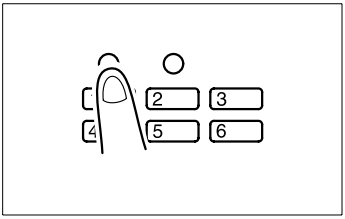
Calling up Copy Track Data

(Only possible when “100 Accounts“ is set up.)

Call up the “copy track data“ to make changes to the settings of the individual access numbers.

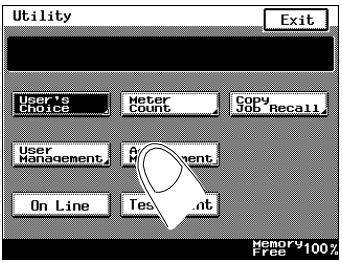
1 Press the [UTILITY] button on the control panel.

The Utility screen appears.



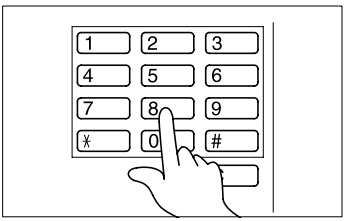
2 Press the [ADMIN. MANAGEMENT] key.

The display will change.



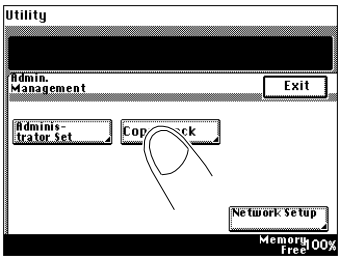
3 Input the 8-digit administrator code using the keypad.

The administrative management functions are displayed.



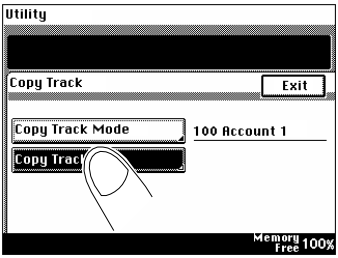
4 Press the [COPY TRACK] button.

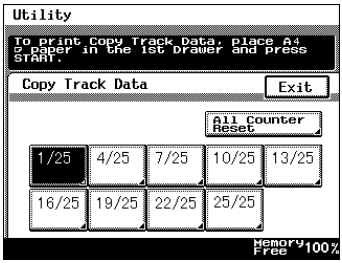
The display will change.



5 Press [COPY TRACK DATA].

The display will change. The copy track data are displayed.





Setting up Administrator Numbers

(Only possible when “100 Accounts“ is set up.)

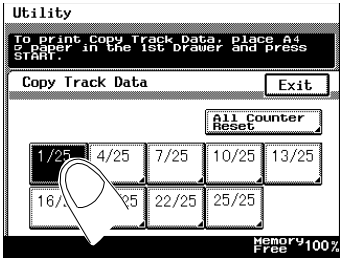
Set up Access numbers for Copy Track. Use access numbers to record copies based on projects or cost centres.

1 Call up the “Copy Track Data“.

For more information, see page 6-37.

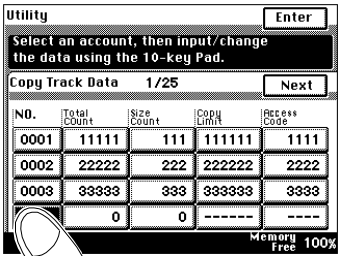
2 Touch the key of a count group.

The display will change.



3 Press one of the keys under “NO.“

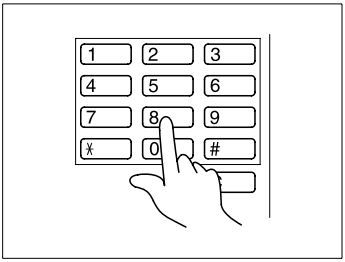
4 Press the [C] key on the control panel to delete a value that you no longer need.



5 Input a 4-digit access number using the keypad.

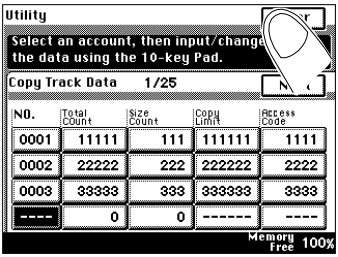
? *Did you enter an incorrect number?*

Ü Press [C] on the control panel. Input the Access number again.



6 If necessary, make additional settings for other counters.

7 Confirm your input with [ENTER].



- ...

  Did you assign an access number twice?
  Access numbers cannot be assigned twice.
  If you specify an access number that has already been assigned to another counter, it will not be accepted.

Setting up Access Numbers

(Only possible when “100 Accounts“ is set up.)

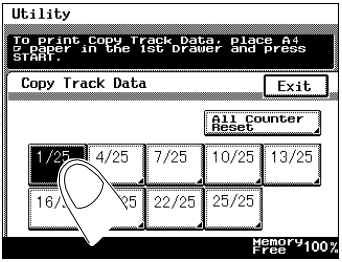
Set up access numbers (administrator codes) for the copy counter.

1 Call up the “Copy Track Data“.

For more information, see page 6-37.

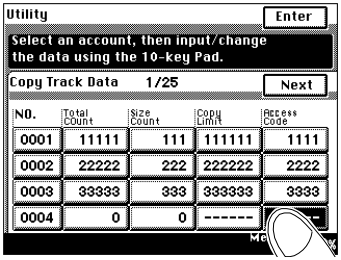
2 Touch the key of a count group.

The display will change.



3 Touch a key under “Access Code“.

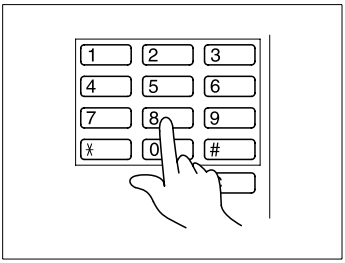
4 Press the [C] key on the control panel to delete a value that you no longer need.



5 Enter a 4-digit administrator code (access code) on the keypad.

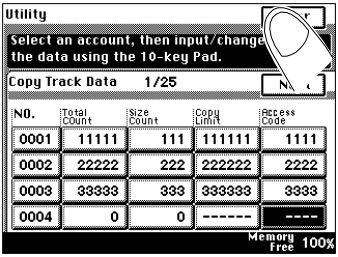
? *Did you enter an incorrect number?*

Ü Press [C] on the control panel. Enter the administrator code again.



6 If necessary, make additional settings for other counters.

7 Confirm your inputs with [ENTER].



- ...

  Did you assign an access code twice?

  Access codes (administrator codes) cannot be assigned twice. If you specify an access code that has already been assigned to another counter, it will not be accepted.

Setting Copy Limits for Access Numbers

(Only possible when “100 Accounts“ is set up.)

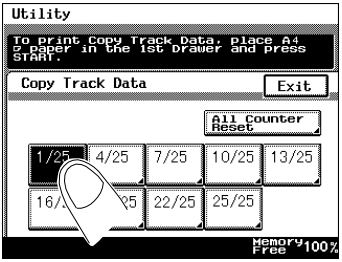
Set copy limits for individual access numbers.

1 Call up the “Copy Track Data“.

For more information, see page 6-37.

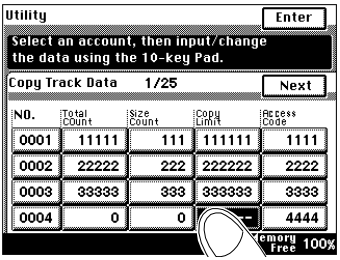
2 Touch the key of a count group.

The display will change.



3 Touch a key under “Copy Limit“.

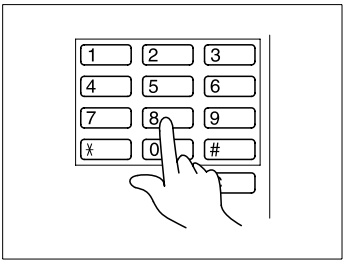
4 Press the [C] key on the control panel to delete a value that you no longer need.



5 Set the Copy Limit with the numeric keypad.

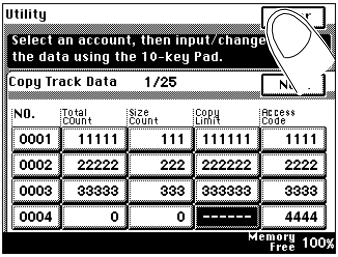
? *Did you enter an incorrect number?*

Ü Press [C] on the control panel. Enter the copy limit again.



6 If necessary, make additional settings for other counters.

7 Confirm your inputs with [ENTER].



Printing Copy Track Data

Print Copy Track Data.

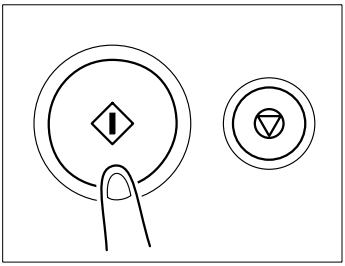
1 Call up the “Copy Track Data“.

For more information, see page 6-37.

2 Make sure A4 L copy paper is loaded in the 1st drawer.

3 Press [START].

The Copy Track Data will be printed.



Resetting Individual Access Numbers

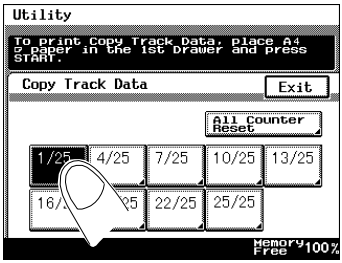
Reset the Copy Track for an Access number.

1 Call up the “Copy Track Data“.

For more information, see page 6-37.

2 Touch the key of a count group.

The display will change.

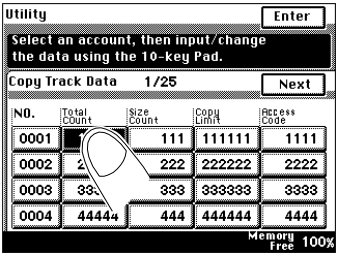


3 Press the key for the value that you wish to reset.

4 Press [C] to reset the value.

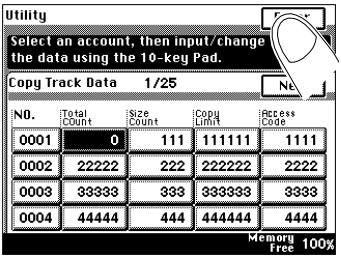
? *Did you enter an incorrect number?*

Ü Press the [INTERRUPT] key on the control panel to undo the reset.



5 If necessary, make additional copy counter settings.

6 Confirm your inputs with [ENTER].



Resetting All Access Numbers

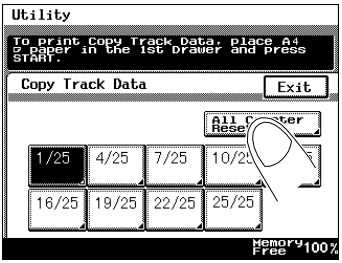
Reset all Copy Track counters.

1 Call up the “Copy Track Data“.

For more information, see page 6-37.

2 Press [ALL COUNTER RESET].

The display will change. A confirmation dialog appears.



3 Confirm the task by pressing [YES].

4 Press the [START] key on the control panel to reset all counters.

Network Configuration

(Only possible if a printer controller is installed.)

This feature is only available if an auxiliary printer controller is installed. For more information, read the manual provided with the printer controller.

6.6 On Line

(Only active if a printer controller is installed.)

Press this key to disable copy mode and use the copier as a printer. For more information, read the manual provided with the printer controller.

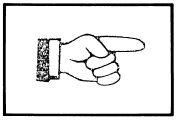
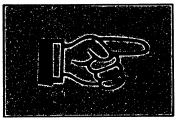
6.7 Test Print

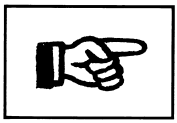
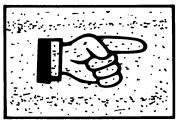
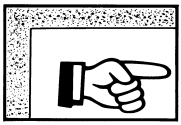
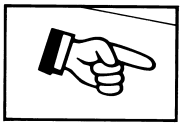
(Only active if a printer controller is installed.)

Press this button to start a test print.

7 Troubleshooting

7.1 If You are not Satisfied with Your Copy . . .

Symptom	Possible cause	Action
 The image is too light.	The exposure level for the Auto Exposure Mode is set to a light value.	Change the Copy Density in the User's Choice, see page 6-10.
		Manually set the exposure to a darker level, see page 4-59.
	The exposure level has been manually set too light.	Manually set the exposure to a darker level, see page 4-59.
	You have previously made copies from a very dark original.	The copier requires toner replenishment; see page 6-28.
	The toner bottle has just been replaced.	
	The message *Please Replenish Toner* is shown on the display.	Replace the toner bottle; see page 2-49
	The paper is damp.	Replace the paper.
 The image is too dark.	The exposure level for the Auto Exposure Mode is set on a dark value.	Change the Copy Density in the User's Choice, see page 6-10.
		Manually set the exposure to a lighter level, see page 4-59.
	The exposure level has been manually set too dark.	Manually set the exposure to a lighter level, see page 4-59.
	The entire surface of the original glass is dirty.	Clean the original glass; see page 8-1.
	The original is not flat against the original glass.	Place the original on the original glass correctly, see page 3-15.

Symptom	Possible cause	Action
 The copy is blurry.	The paper is damp.	Replace the paper.
 The image is uneven.	The entire surface of the original glass is dirty.	Clean the original glass, see page 8-1.
	The original pad or document transport belt is dirty.	Clean the original pad and/ or document transport belt; see page 8-1.
	The original is very thin or highly transparent.	Place a blank sheet of paper over the original.
	The original is 2-sided.	Manually set the exposure to a lighter level, see page 4-59.
 The edge of the copy is dirty.	The Original Pad is dirty.	Clean the original pad; see page 8-1.
	Original is not placed in the correct position.	Place the original on the original glass correctly; see page 3-15.
	The copy paper size is larger than the original.	Select the same copy paper size as the original.
	The zoom factor selected is not correct for the copy paper size.	Select a suitable zoom factor for the copy paper size; see page 4-21.
 The copy is badly aligned.	Original is not placed in the correct position.	Place the original on the original glass correctly; see page 3-15.
		Place the original in the document feeder correctly; see page 3-8.
	The original is not suitable for the document feeder.	Place the original on the original glass, see page 3-15.
	The entire surface of the original glass is dirty. (When using the automatic document feeder)	Clean the original glass, see page 8-1.

7.2 If a Message Appears on the Touch Screen. . .

The touch screen shows messages that describe a copier mode or malfunction. The following table will help you to understand common messages and take the appropriate action.

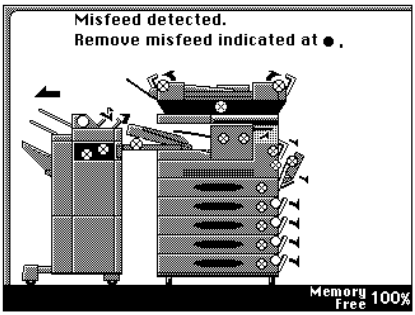
Message	Cause	Action
Malfunction detected. Call your technical representative and provide the error code:	A serious malfunction has been detected in the copier. No more copies can be produced.	Call and inform your technical representative of the code displayed on the touch panel.
Please add toner.	The toner has run out.	Replace the toner bottle; see page 2-49.
The development unit needs replacing. Please inform your technical representative.	The service life of your imaging drum has been reached. No more copies can be produced.	Call your technical representative.
Stapler is empty. You must replace stapler cartridge or cancel the Staple mode.	The staples have run out.	Replace the staple cartridge; see page 2-55.
Preventive maintenance time	The copier is due for preventative maintenance.	Call your technical representative.
Return the following # of originals to document feeder:	The displayed number of originals could not be processed.	Place the indicated number of originals back in the automatic document feeder.
Image data has caused memory overflow. Your copy job has been cancelled.	The memory capacity of the copier is insufficient.	Create the copy with different settings. If this message is shown often, increase the memory capacity.
This mode cannot be selected with the OOO mode.	Certain modes cannot be combined; see page 7-44.	Cancel one of the two functions.

7.3 If an Icon Appears on the Touch Screen. . .

Icon	Meaning	Description
	Copy cycle	A copy cycle is running.
	Print cycle	A print cycle is running.
	Print pending	The next print job is being processed.
	Receiving data	Data are being received for a PC print job.
	Data not received	PC print data stuck in memory.
	Paper drawer empty.	Add paper. For more information, see page 2-37.
	Lack of Toner	Toner level is low. Replace the toner bottle. For more information, see page 2-49.
	Change the development unit	Replace the development unit. Call your technical representative.
	PM call	The copier needs a service check. Call your technical representative.

7.4 How to Clear a Paper Misfeed

If a paper jam occurs, the following message is shown on the touch screen:

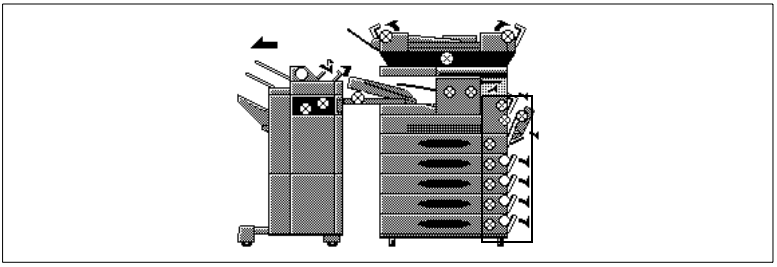


The dots indicate the points at which a paper jam has occurred.

Correct the paper misfeed as directed on the following pages:

- Main Unit see page 7-6
- Single Feed Tray see page 7-10
- Duplex Unit AD-15 see page 7-12
- Duplexing Document Feeder AF-17 see page 7-14
- Automatic Document Feeder AF-9 see page 7-16
- Finisher FN-109 see page 7-18
- Finisher FN-110 see page 7-22
- Mailbin Finisher FN-504 see page 7-26
- Shift Tray/Sorter JS-201 see page 7-30.

Main Unit



CAUTION

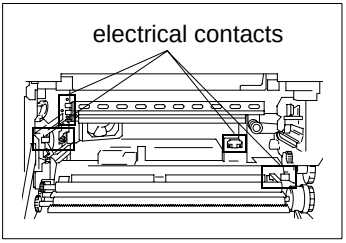
Danger of burning from the heating unit!
The heating unit may reach temperatures of up to 120°C.

Ü Do not touch the copier's heating unit.

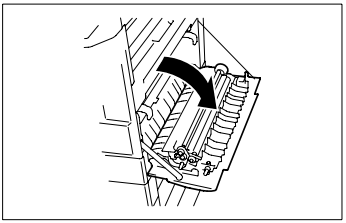
WARNING

Incorrect handling can cause damage to the copier!
When the right door (R1) is open, electrical contacts are within reach. Touching the contacts can cause an electrostatic discharge, resulting in damage to the unit.

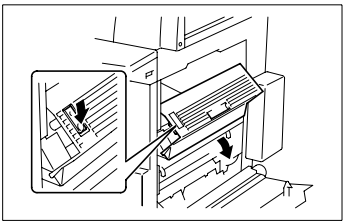
Ü Do not touch the electrical contacts.



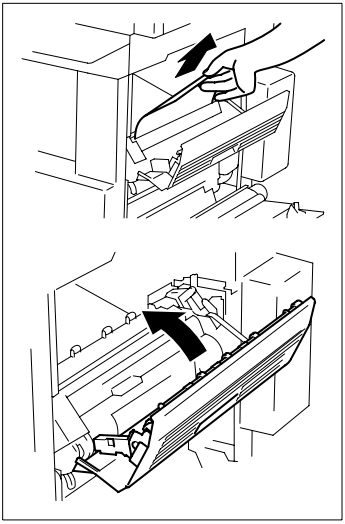
1 Open the right door (R1).



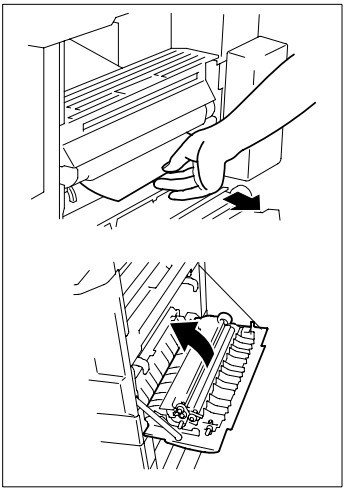
2 Pull the release lever and open the upper-right door.



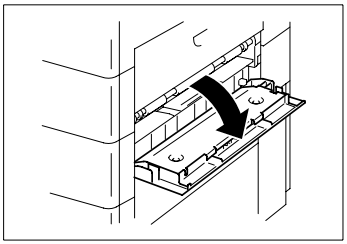
3 Pull out the jammed paper found there. Close the upper-right door.



4 Remove any paper jammed in the lower area of the upper-right door. Close the right door (R1).

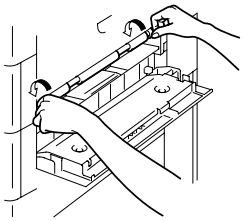


5 Open the lower-right door on the right side of the unit.

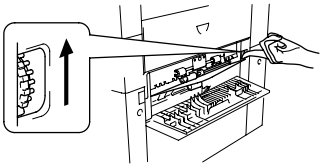


6 Turn the green wheel to transport jammed paper out.

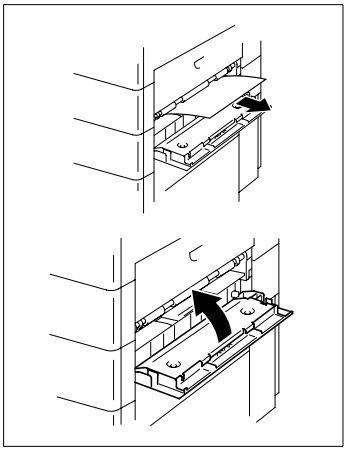
Paper Feed Unit



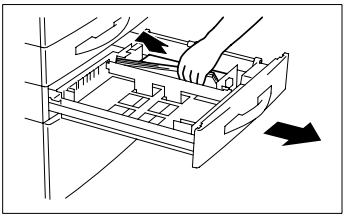
Large Capacity Cassette



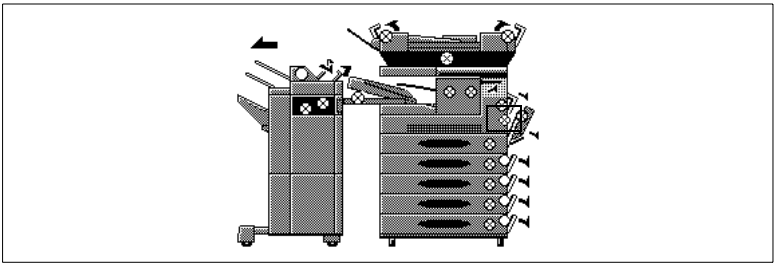
7 Carefully pull out any paper jammed there to the front. Close the lower-right door.



8 Open the drawer from which the copy paper was being fed. Remove the copy paper and reload it. Close the paper drawer.



Single Feed Tray



CAUTION

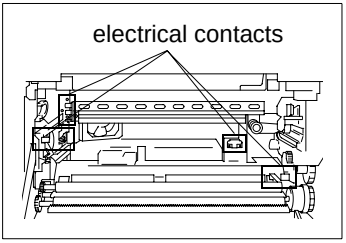
Danger of burning from the heating unit!
The heating unit may reach temperatures of up to 120°C.

Ü Do not touch the copier's heating unit.

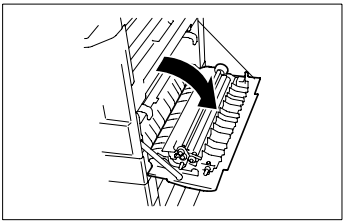
WARNING

Incorrect handling can cause damage to the copier!
When the right door (R1) is open, electrical contacts are within reach. Touching the contacts can cause an electrostatic discharge, resulting in damage to the unit.

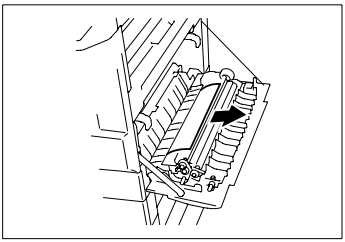
Ü Do not touch the electrical contacts.



1 Open the right door (R1).

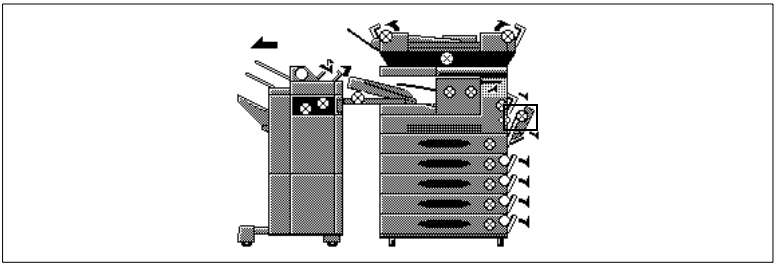


2 Carefully pull out any paper jammed there. Close the right door (R1).



3 Load a new sheet of copy paper onto the single feed tray.

Duplex Unit



CAUTION

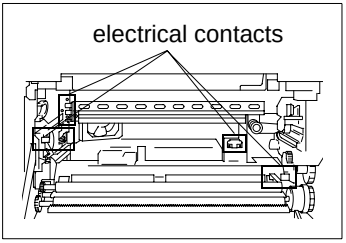
Danger of burning from the heating unit!
The heating unit may reach temperatures of up to 120°C.

Ü Do not touch the copier's heating unit.

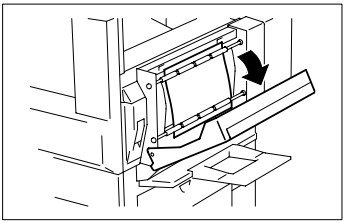
WARNING

Incorrect handling can cause damage to the copier!
When the right door (R1) is open, electrical contacts are within reach. Touching the contacts can cause an electrostatic discharge, resulting in damage to the unit.

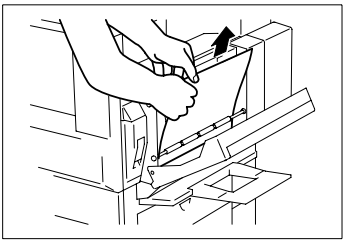
Ü Do not touch the electrical contacts.



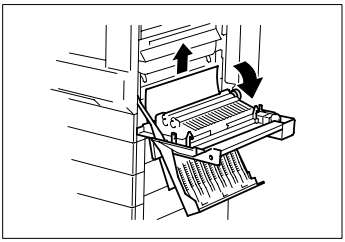
1 Open the cover of the duplexing unit on the right side of the unit.



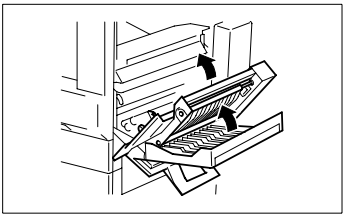
2 Carefully pull out any paper jammed there.



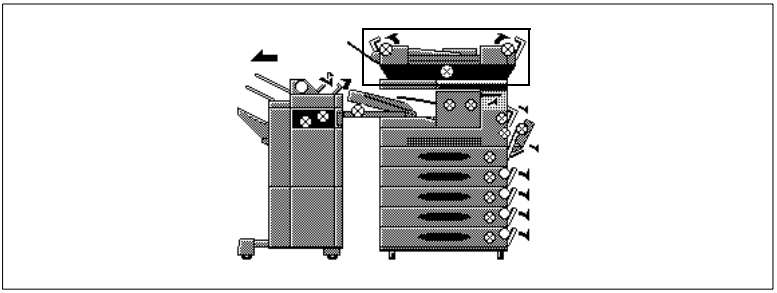
3 Open the right door (R1). Carefully pull out any paper jammed there.



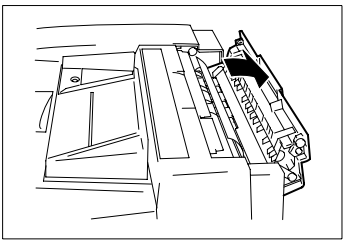
4 Close the right door (R1) and the duplexing unit.



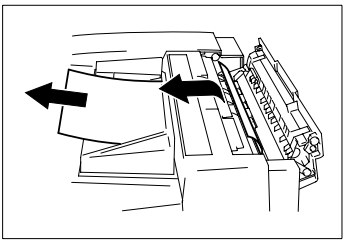
Duplexing Document Feeder AFR-9



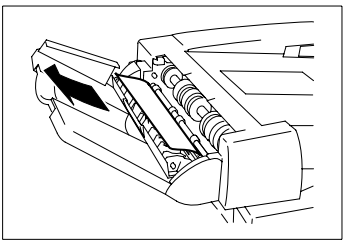
1 Open the original misfeed door (F1) on the right side of the document feeder.



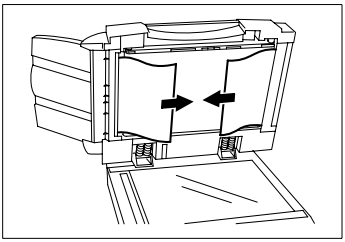
2 Remove the stack of originals from the document feeder. Carefully pull out any originals jammed there.



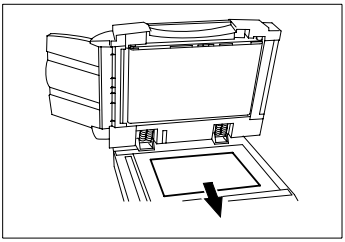
3 Open the original misfeed door (F2). Carefully pull out any originals jammed there.



4 Lift the duplexing document feeder. Open the document guides. Carefully pull out any paper jammed there.

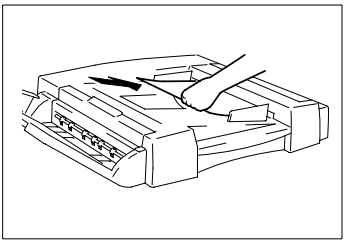


5 Remove any originals left on the original glass. Close the duplexing document feeder again.

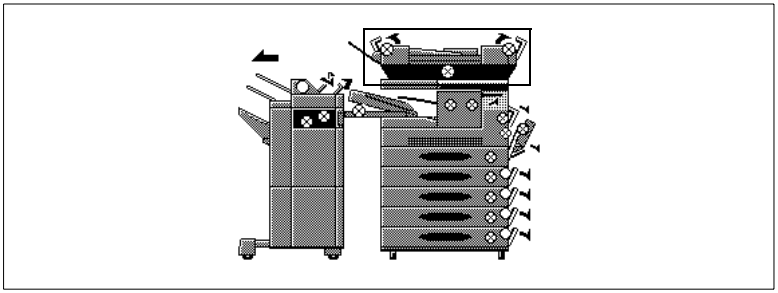


6 Close the original misfeed doors (F1) and (F2).

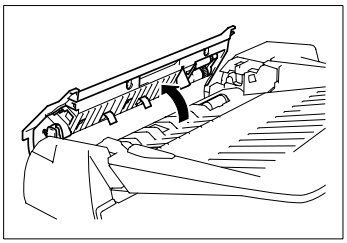
7 Load the amount of originals shown on the touch screen back into the document feeder.



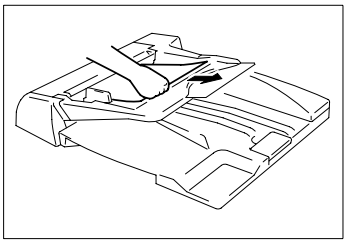
Automatic Document Feeder AFR-7



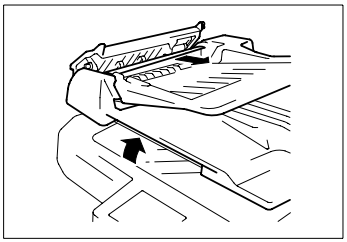
1 Open the original misfeed door on the left side of the document feeder.



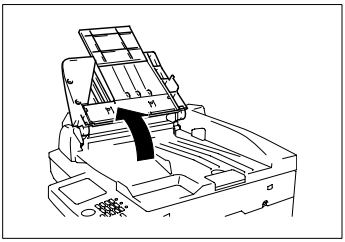
2 Remove the stack of originals from the document feeder.



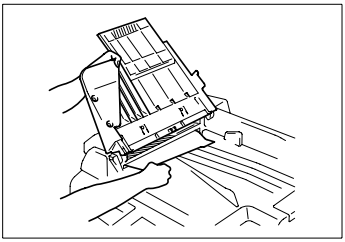
3 Open the document feeder. Pull out the jammed originals.



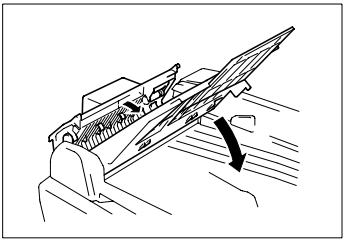
4 Lift the document feeder.



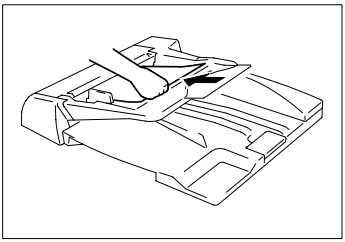
5 Pull out any originals jammed there.



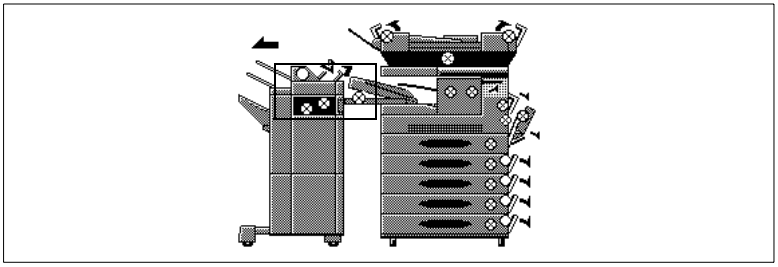
6 Lower the document feeder tray again. Close the original misfeed door.



7 Load the amount of originals shown on the touch screen back into the document feeder.



Finisher FN-109



CAUTION

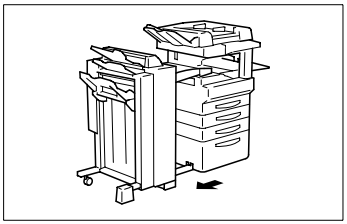
Danger of burning on metal parts in the finisher!
Metal parts in the finisher can be hot.

Ü Do not touch metal parts in the finisher.

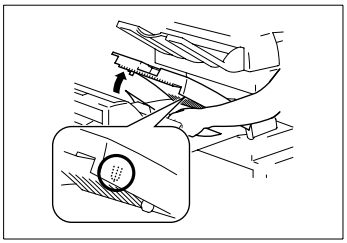
First remove the jammed paper from the paper transport section then from the stapler section of the finisher.

Paper transport section

1 Reach into the recessed grip at the top of the finisher. Pull the finisher carefully from the copier.

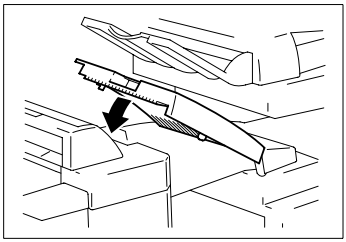


2 Open the Transport Unit Cover. Pull out the jammed paper found there.

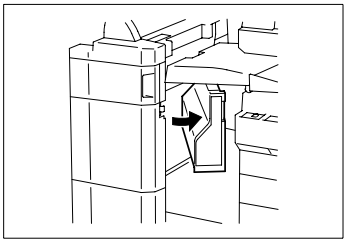


3 Carefully close the cover of the transport unit.

The transport unit clicks into place when closed correctly.

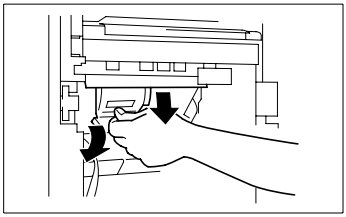


4 Open the cover (FN7) on the right side of the unit.



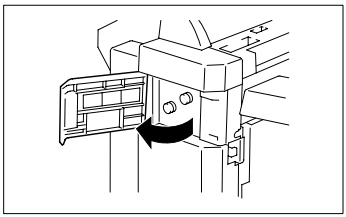
5 Open the paper misfeed cover (FN8) on the right side of the unit. Carefully pull out any paper jammed there.

6 Close the cover (FN7) on the right side of the unit.

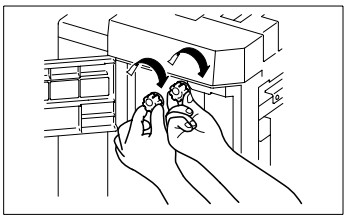


Stapler section

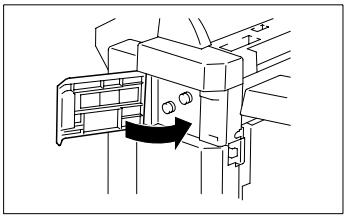
1 Open the front door (FN4) on the front of the finisher.



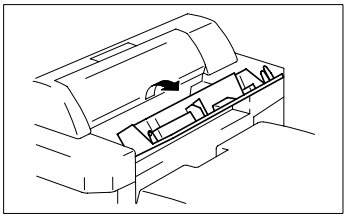
2 Rotate the two paper transport knobs (FN5) to the right simultaneously. This will transport jammed paper out of the staple unit.



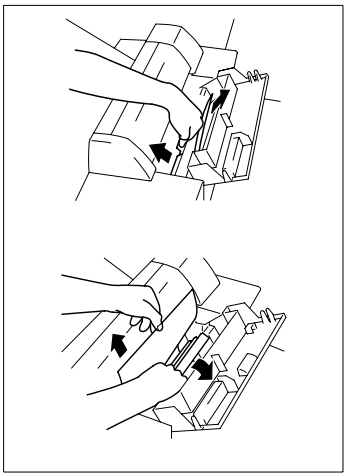
3 Close the front door of the finisher (FN4).



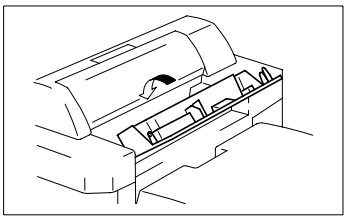
4 Open the paper misfeed door (FN1) at the upper right of the finisher.



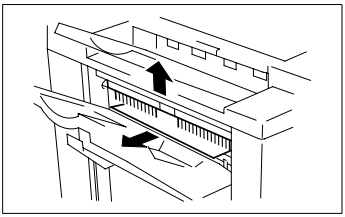
5 Move the edge guide (FN2) away. Carefully pull out any paper jammed there. Move the edge guide (FN3) away. Carefully pull out any paper jammed there.



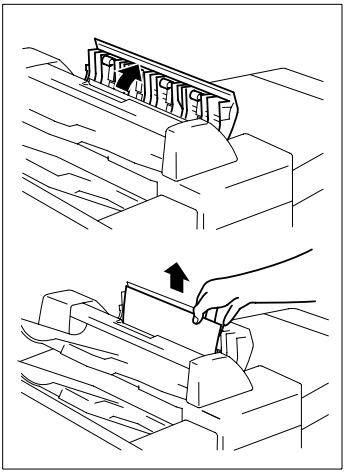
6 Close the paper misfeed door (FN1).



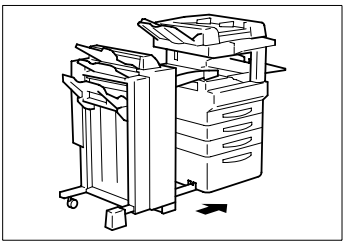
7 Open the paper misfeed cover (FN6) on the left side of the unit. Carefully pull out any paper jammed there.



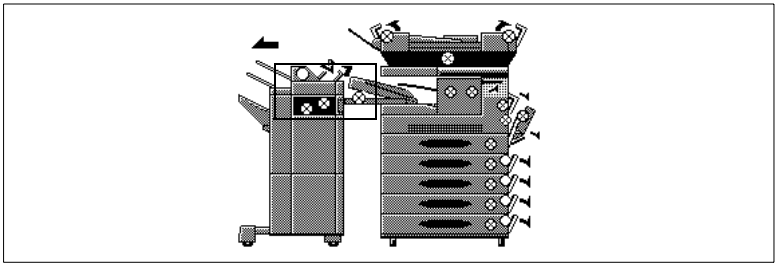
8 ***Only if an optional exit tray is installed:***
Open the cover of the tray. Pull out the jammed paper found there. Close the cover.



9 Slide the finisher carefully back to the copier.



Finisher FN-110



CAUTION

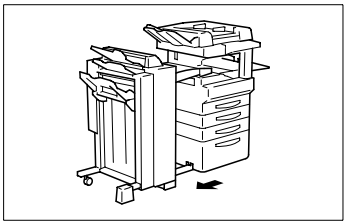
Danger of burning on metal parts in the finisher!
Metal parts in the finisher can be hot.

Ü Do not touch metal parts in the finisher.

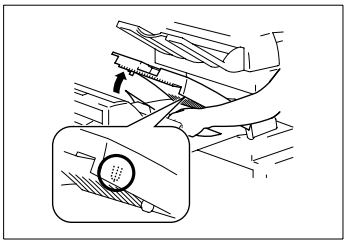
First remove the jammed paper from the paper transport section then from the stapler section of the finisher.

Paper transport section

1 Reach into the recessed grip at the top of the finisher. Pull the finisher carefully from the copier.

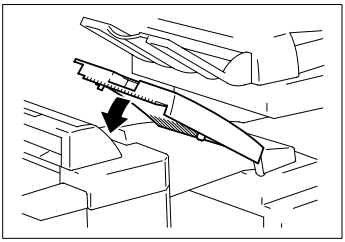


2 Open the Transport Unit Cover. Pull out the jammed paper found there.

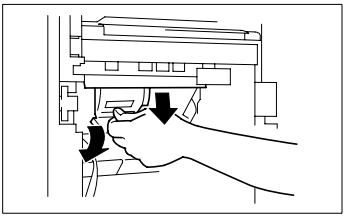


3 Carefully close the cover of the transport unit.

The transport unit clicks into place when closed correctly.

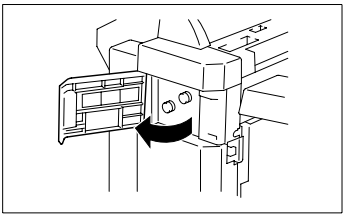


4 Open the paper misfeed cover (FN7) on the right side of the unit. Carefully pull out any paper jammed there.

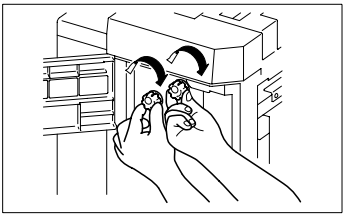


Stapler section

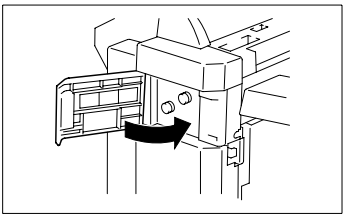
1 Open the front door (FN4) on the front of the finisher.



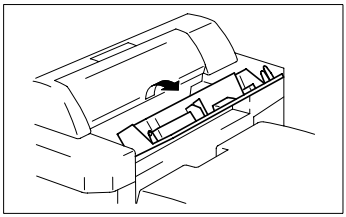
2 Rotate the two paper transport knobs (FN5) to the right simultaneously. This will transport jammed paper out of the staple unit.



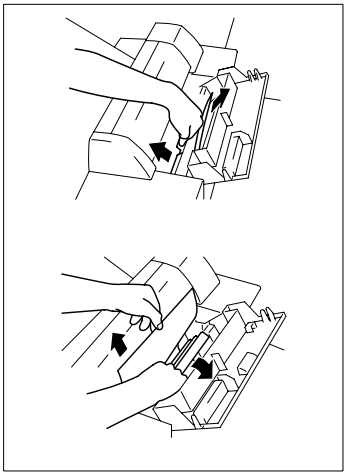
3 Close the front door of the finisher (FN4).



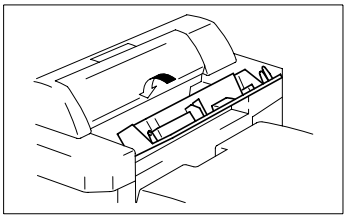
4 Open the paper misfeed door (FN1) at the upper right of the finisher.



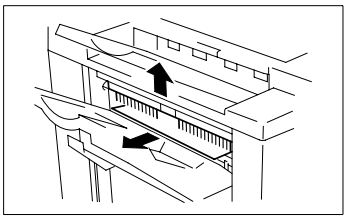
5 Move the edge guide (FN2) away. Carefully pull out any paper jammed there. Move the edge guide (FN3) away. Carefully pull out any paper jammed there.



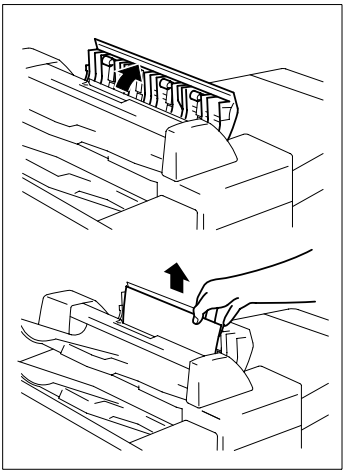
6 Close the paper misfeed door (FN1).



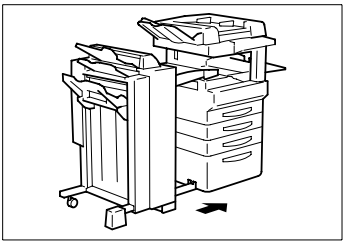
7 Open the paper misfeed cover (FN6) on the left side of the unit. Carefully pull out any paper jammed there.



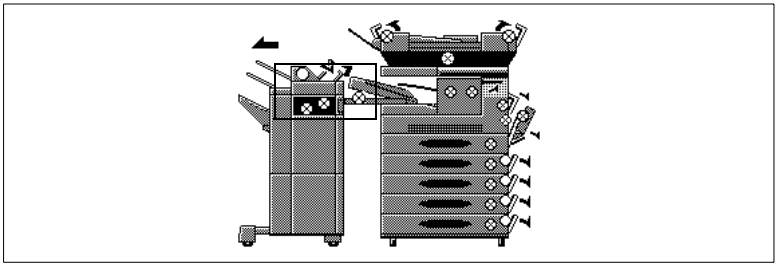
8 ***Only if an optional exit tray is installed:***
Open the cover of the tray. Pull out the jammed paper found there. Close the cover.



9 Slide the finisher carefully back to the copier.



Mailbin Finisher FN-504



CAUTION

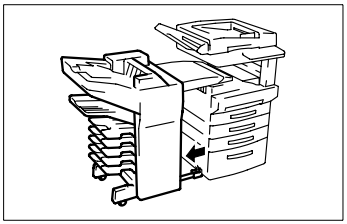
Danger of burning on metal parts in the finisher!
Metal parts in the finisher can be hot.

Ü Do not touch metal parts in the finisher.

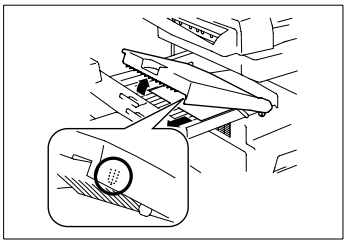
First remove the jammed paper from the paper transport section then from the stapler section of the finisher.

Paper transport section

1 Reach into the recessed grip at the top of the finisher. Pull the finisher carefully from the copier.

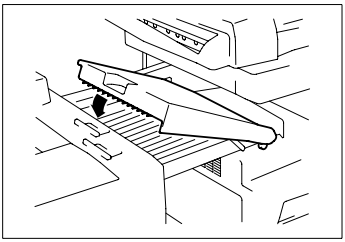


2 Open the Transport Unit. Pull out the jammed paper found there.

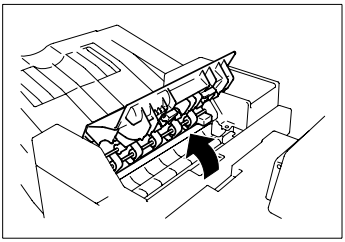


3 Close the transport unit.

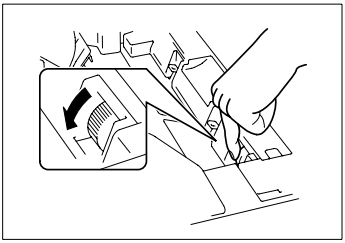
The transport unit clicks into place when closed correctly.



4 Open the paper misfeed door (FN2).

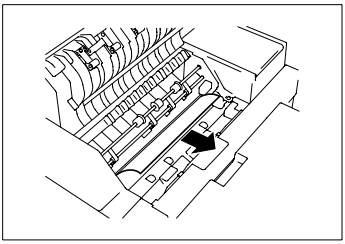


5 ***Only if the hole punch feature has been used:***
Turn the hold adjustment wheel about 10 times downward. Pull out any paper jammed there.

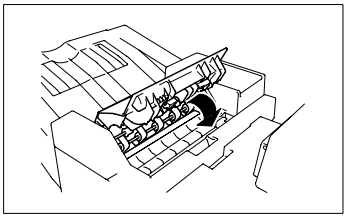


Stapler section

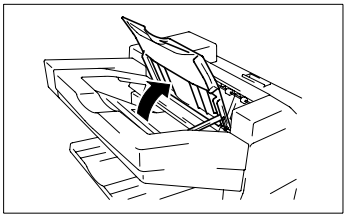
1 Open the paper misfeed door (FN3) on the front of the finisher. Carefully pull out any paper jammed there.



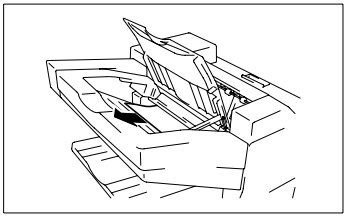
2 Close the paper misfeed doors (FN3) and (FN2).



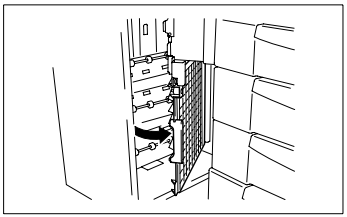
3 Lift the upper cover (FN1).



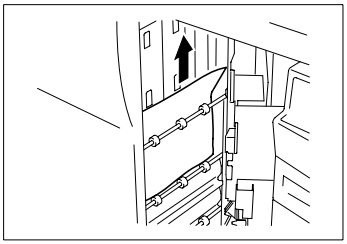
4 Carefully pull out any paper jammed there.



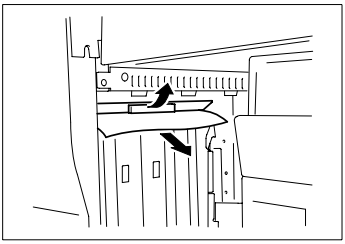
5 Open the paper misfeed cover (FN4) on the right side of the unit.



6 Carefully pull out any paper jammed there.

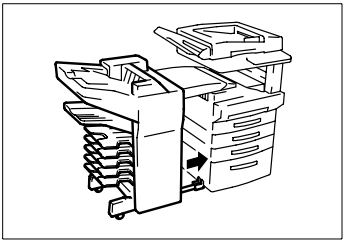


7 Open the paper misfeed door (FN5). Carefully pull out any paper jammed there.

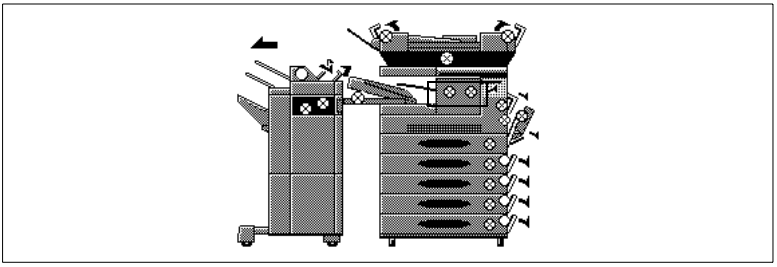


8 Close the paper misfeed door (FN4).

9 Slide the finisher carefully back to the copier.



Shift Tray/Sorter JS-201



CAUTION

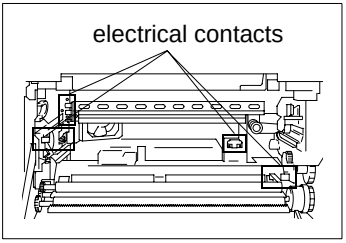
Danger of burning from the heating unit!
The heating unit may reach temperatures of up to 120°C.

Ü Do not touch the copier's heating unit.

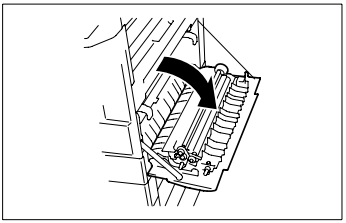
WARNING

Incorrect handling can cause damage to the copier!
When the right door (R1) is open, electrical contacts are within reach. Touching the contacts can cause an electrostatic discharge, resulting in damage to the unit.

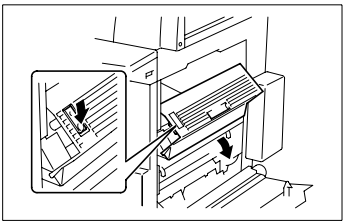
Ü Do not touch the electrical contacts.



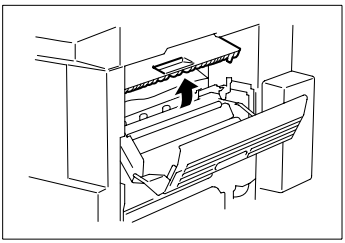
1 Open the right door (R1).



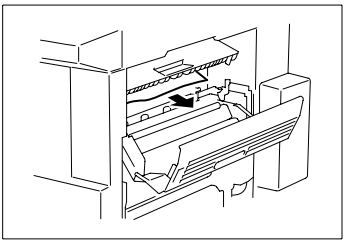
2 Open the upper-right door.



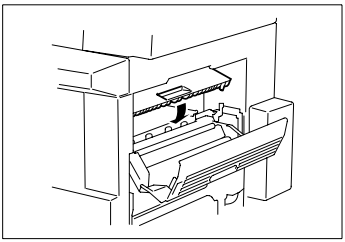
3 Open the tray cover.



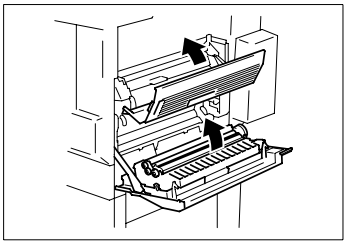
4 Carefully pull out any paper jammed there.



5 Close the tray.

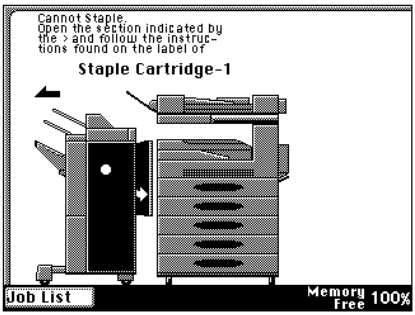


6 Close the upper-right door and the right panel (R1).



7.5 How to Release a Staple Jam

If a staple jam occurs, the following message is shown on the touch screen:


Cannot Staple.
Open the section indicated by the > and follow the instructions found on the label of
Staple Cartridge-1
Job List
Memory Free 100%

Correct the staple jam as directed on the following pages:

- Finisher FN-109 see page 7-34
- Finisher FN-110 see page 7-36
- Mailbin Finisher FN-504 see page 7-38.

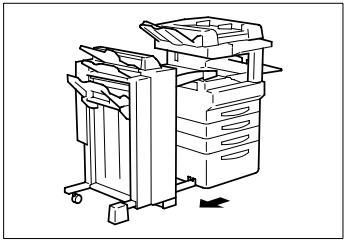
- ...

  Staple jam corrected and stapling not possible!
  Contact your technical representative if stapling does not function after correcting a staple jam.

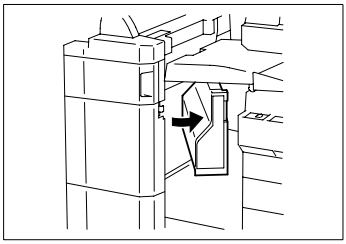
Finisher FN-109

The FN-109 finisher has two staple units.

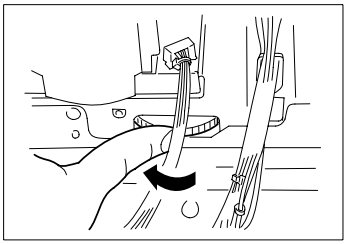
1 Reach into the recessed grip at the top of the finisher. Pull the finisher carefully from the copier.



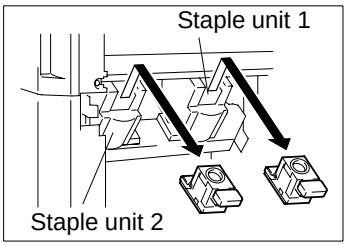
2 Open the cover at the right of the finisher (FN7).



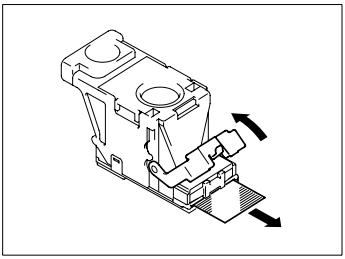
3 Rotate the green dial to the left. This moves the staple units to the middle.



4 Pull the two staple units carefully from the holders.

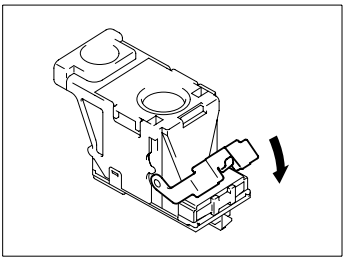


5 Lift the staple guide. Pull a set of staples out.



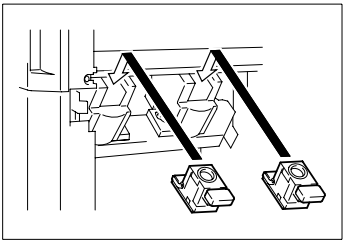
6 Close the staple plate.

7 Carry out steps 5 and 6 with the second staple unit.

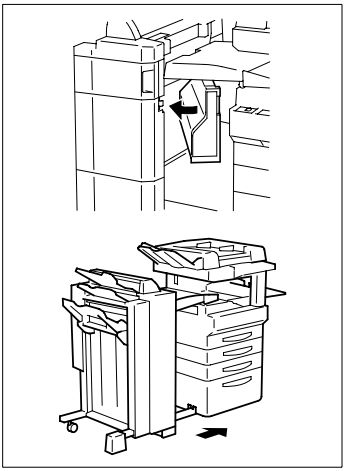


8 Replace the staple units in the holders.

The staple units click into the holders with an audible click.



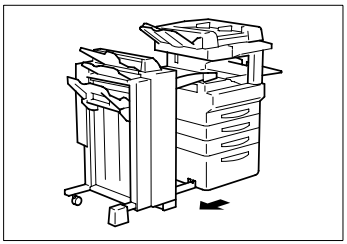
9 Close the cover (FN7) on the right side of the unit. Slide the finisher carefully back to the copier.



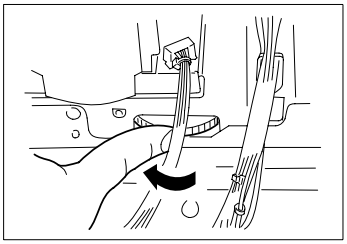
Finisher FN-110

The FN-110 finisher has one staple unit.

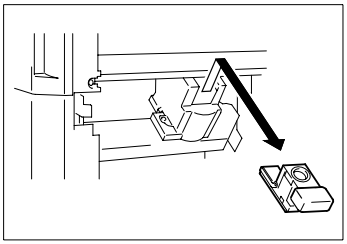
1 Reach into the recessed grip at the top of the finisher. Pull the finisher carefully from the copier.



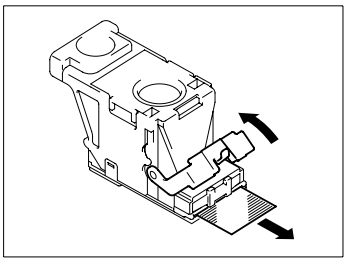
2 Rotate the green dial on the right side of the finisher to the left. This moves the staple unit to the middle.



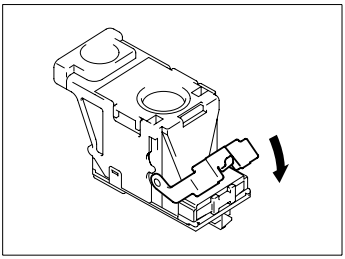
3 Pull the staple unit carefully from the holder.



4 Lift the staple guide. Pull a set of staples out.

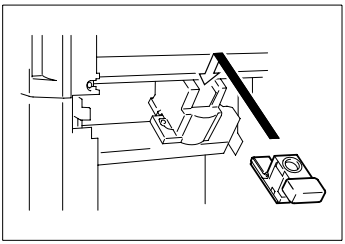


5 Lower the staple guide of the staple unit.

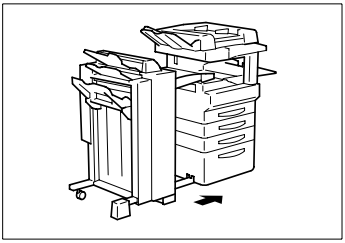


6 Position the staple unit back in the holder.

The staple unit clicks into the holder with an audible click.



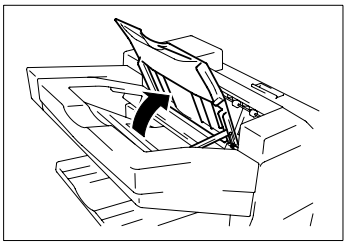
7 Slide the finisher carefully back to the copier.



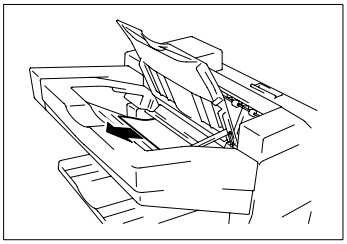
Mailbin Finisher FN-504

The mailbin finisher is equipped with a stapler unit.

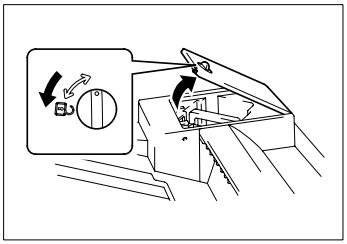
1 Open the upper cover (FN1).



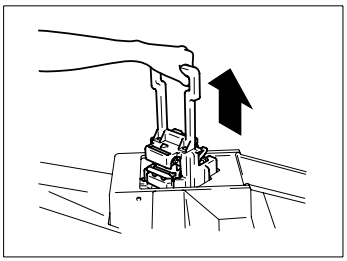
2 Pull out any remaining copy paper. Close the cover.



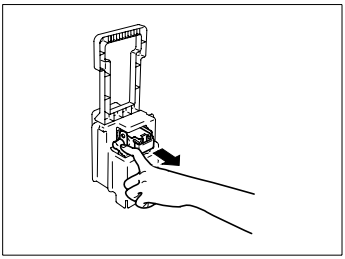
3 Push and hold the button. While holding it, turn it counterclockwise to open the cover of the stapler unit.



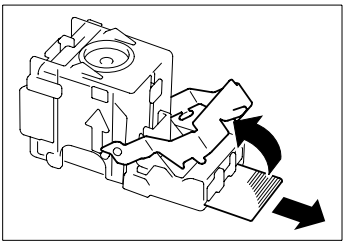
4 Lift the stapler unit out of its bay.



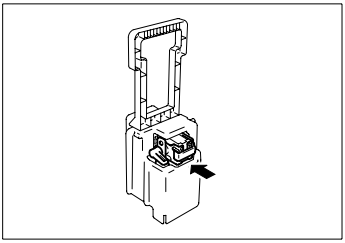
5 Press the green lever down. Remove the staple cartridge.



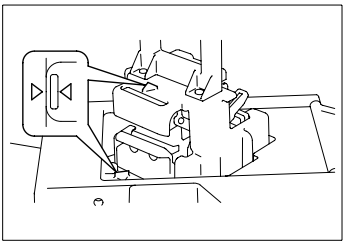
6 Lift the staple guide. Pull a set of staples out. Close the staple plate.



7 Position the staple cartridge into the staple unit.

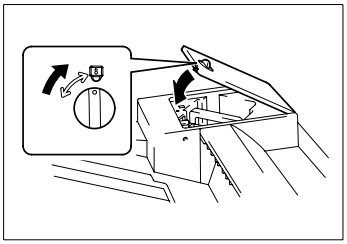


8 Align the arrows with each other. Position the staple unit back in the holder bay.



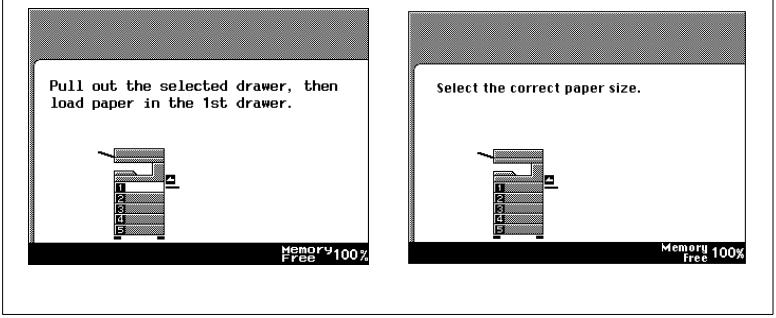
9 Push and hold the button. While holding it, turn it clockwise to close the cover of the stapler unit.

The copier runs about 10 test staples without feeding in any copy paper.



7.6 How to Resolve a Paper Size Error

If a paper size error occurs for the 1st drawer, the following messages are displayed on the touch screen:

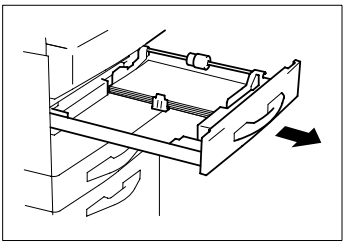


Correct the paper size error directed on the following pages:

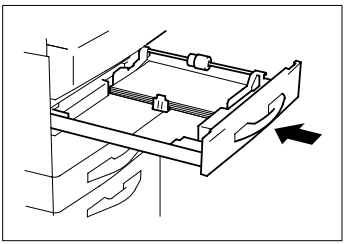
- ...

  Paper size error in paper intake unit PF-119!
  Contact your technical representative if a paper size error is indicated for the paper intake unit PF-119.

1 Carefully pull the paper drawer out as far as it will go.

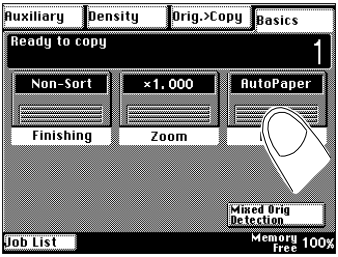


2 Close the paper drawer carefully.



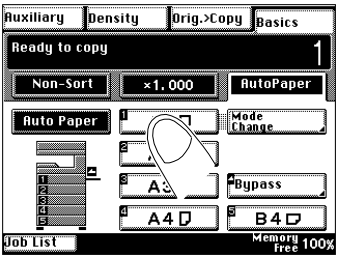
3 Touch the Basics menu key [Paper].

The paper settings are shown.



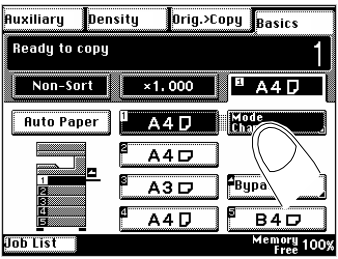
4 Select the 1st paper drawer.

The background of the key turns black.



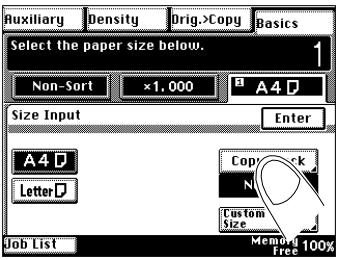
5 Press the [MODE CHANGE]key.

The display will change.

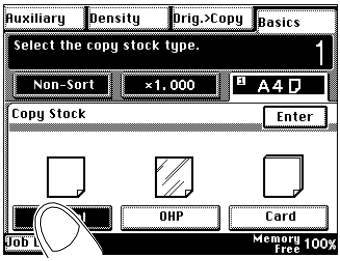


6 Make sure the current settings match the loaded paper size.
or
Specify the currently loaded paper size. For more information, see page 4-6.

7 Press the button for the paper types.



8 Make sure the correct paper type is set.
or
Specify the currently loaded paper types. For more information, see page 4-4.



7.7 These Functions Cannot Be Combined!

The following table shows the explanations of the function combinations.

The following symbols are used:	
#	Combination allowed.
O	Combination allowed. The function that was activated first has priority.
×	Combination not allowed. The function that was activated last has priority.
►	Simultaneous function enabling allowed. The function that was activated first has priority.
⇨	Simultaneous function enabling allowed. The function that was activated last has priority.
A	Combination not allowed in conjunction with the single document feeder. The function enabled first will be disabled automatically if a sheet of copy paper is loaded onto the single feed tray.
B	The “Sort“ feature is enabled automatically.
C	Combination only allowed in copy mode 1>2. The function that was activated first has priority.
D	Combination not allowed in conjunction with the automatic document feeder. The function that was activated first has priority.
E	Combination not allowed in conjunction with the automatic document feeder. The function that was activated last has priority.
F	The copier automatically selects a standard zoom factor for the “ 2in1 Separation“, “2in1“, “4in1“ and “Book Original“ functions.
G	Combination only allowed with the FN-109 finisher. If the finisher FN-504 is installed, the first function activated has priority.
H	Combination only allowed with the FN-109 finisher. If the finisher FN-504 is installed and single feeding mode is selected, an error message is displayed on the touch screen. The function that was activated first is disabled.
–	No effect.

Basic Settings

These functions cannot be combined					
Auto Paper		• Manual Paper Mode • 1st Drawer • Single Feed Tray • Auto Size Mode • X/Y Zoom • Original: Book • Original: 1-2in1 • Original: 2-2in1 • Copy: 1-2in1	× × × × × × F F F	• Copy: 2-2in1 • Copy: 1-4in1 • Copy: 2-4in1 • Copy: Booklet • Original Direction • File Margin • OHP Interleaving • Image Repeat • Separate Scan	F F F F D D × × D
Manual Paper Mode		• Auto Paper • 1st Drawer • Single Feed Tray • Original Direction	× × × D	• File Margin • OHP Interleaving • Separate Scan	D × D
1st Drawer	OHP	• Auto Paper • Manual Paper Mode • 1st Drawer (normal, card) • Single Feed Tray • Stapling • Punching • Copy: 2-sided	× × × × O O O	• Copy: 2-2in1 • Copy: 2-4in1 • Copy: Booklet • Original Direction • File Margin • OHP Interleaving • Separate Scan	O O O D D × D
	Card	• Auto Paper • Manual Paper Mode • 1st Drawer (OHP, normal) • Single Feed Tray • Stapling • Punching • Copy: 2-sided	× × × × O G O	• Copy: 2-2in1 • Copy: 2-4in1 • Copy: Booklet • Original Direction • File Margin • OHP Interleaving • Separate Scan	O O O D D × D
	Normal	• Auto Paper • Manual Paper Mode • 1st Drawer (OHP, Card) • Single Feed Tray	× × × ×	• Original Direction • File Margin • OHP Interleaving • Separate Scan	D D × D

These functions cannot be combined					
Single Feed Tray	OHP	• Auto Paper	×	• Copy: 1-2in1	O
		• Manual Paper Mode	×	• Copy: 2-2in1	O
		• 1st Drawer	×	• Copy: 1-4in1	O
		• Single Feed Tray (normal, card)	×	• Copy: 2-4in1	O
				• Copy: Booklet	O
		• Sort	O	• Original Direction	D
		• Group	O	• File Margin	D
		• Stapling	O	• Page Insertion	O
		• Punching	O	• Cover	O
		• Original: 2-sided	O	• OHP Interleaving	×
		• Original: Book	O	• Separate Scan	O
		• Original: 1-2in1	O	• Distribution #	O
		• Original: 2-2in1	O	• Single Feed Tray	×
		• Copy: 2-sided	O		
	Card	• Auto Paper	×	• Copy: 1-2in1	O
		• Manual Paper Mode	×	• Copy: 2-2in1	O
		• 1st Drawer	×	• Copy: 1-4in1	O
		• Single Feed Tray (OHP, normal)	×	• Copy: 2-4in1	O
				• Copy: Booklet	O
		• Sort	O	• Original Direction	D
		• Group	O	• File Margin	D
		• Stapling	O	• Page Insertion	O
		• Punching	G	• Cover	O
		• Original: 2-sided	O	• OHP Interleaving	×
		• Original: Book	O	• Separate Scan	O
		• Original: 1-2in1	O	• Distribution #	O
		• Original: 2-2in1	O	• Single Feed Tray	×
		• Copy: 2-sided	O		
	Normal	• Auto Paper	×	• Copy: 2-2in1	O
		• Manual Paper Mode	×	• Copy: 1-4in1	O
		• 1st Drawer	×	• Copy: 2-4in1	O
		• Single Feed Tray (normal, card)	×	• Copy: Booklet	O
				• Original Direction	D
		• Sort	O	• File Margin	D
		• Group	O	• Page Insertion	O
		• Stapling	O	• Cover	O
		• Original: 2-sided	O	• OHP Interleaving	×
		• Original: Book	O	• Separate Scan	O
		• Original: 1-2in1	O	• Distribution #	O
		• Original: 2-2in1	O	• Single Feed Tray	×
		• Copy: 2-sided	O		
		• Copy: 1-2in1	O		
Auto Size		• Auto Paper	×	• Original Direction	D
		• Modified Zoom Factor	×	• File Margin	D
		• X/Y Zoom	×	• Image Repeat	×
		• Original: Book	×	• Separate Scan	D

These functions cannot be combined				
Modified Zoom Factor	• Auto Size • X/Y Zoom • Original Direction	× × D	• File Margin • Separate Scan	D D
X/Y Zoom	• Auto Paper • Auto Size • Modified Zoom Factor • Original: 1-2in1 • Original: 2-2in1 • Copy: 1-2in1 • Copy: 2-2in1	× × × F F F F	• Copy: 1-4in1 • Copy: 2-4in1 • Copy: Booklet • Original Direction • File Margin • Separate Scan	F F F D D D
Non-sort	• Auto Size • Sort • Group • Stapling	× × × B	• Original Direction • File Margin • Separate Scan • Distribution #	D D D B
Sort	• Single Feed Tray (OHP, normal) • Non-sort • Original Direction	A × D	• File Margin • Separate Scan • Single Feed Tray	D D ×
Group	• Single Feed Tray (OHP, normal) • Non-sort • Sort • Original Direction	A × × D	• File Margin • Separate Scan • Distribution # • Single Feed Tray	D D B ×
Stapling	• 1st Drawer (OHP, Card) • Single Feed Tray (normal, card) • Copy: Booklet • Original Direction	O A O D	• File Margin • OHP Interleaving • Image Repeat • Separate Scan • Single Feed Tray	D O × D ×
Punching	• 1st Drawer (OHP) • 1st Drawer (Card) • Single Feed Tray (OHP) • Single Feed Tray (Card)	O G A H	• Copy: Booklet • Original Direction • File Margin • OHP Interleaving • Image Repeat • Separate Scan	O D D O × D

Orig.>Copy Settings

These functions cannot be combined				
Original: 1-sided	• Original: 2-sided	×	• Original Direction	D
	• Original: Book	×	• File Margin	D
	• Original: 1-2in1	×	• Separate Scan	D
	• Original: 2-2in1	×		
	• Mixed Original Detection	C		
Original: 2-sided	• Single Feed Tray	A	• Copy: Booklet	×
	• Original: 1-sided	×	• Original Direction	D
	• Original: Book	×	• File Margin	D
	• Original: 1-2in1	×	• Separate Scan	D
	• Original: 2-2in1	×	• Single Feed Tray	×
	• Mixed Original Detection	D	• Interrupt	D
Original: Book	• Auto Paper	O	• Copy: 2-4in1	×
	• Auto Size	O	• Copy: Booklet	×
	• Single Feed Tray	A	• Original Direction	O
	• Original: 1-sided	×	• File Margin	O
	• Original: 2-sided	×	• Edge/Frame Erase	O
	• Original: 1-2in1	×	• Page Insertion	O
	• Original: 2-2in1	×	• Cover	O
	• Mixed Original Detection	▶	• OHP Interleaving	O
	• Copy: 1-2in1	×	• Image Repeat	×
	• Copy: 2-2in1	×	• Separate Scan	D
	• Copy: 1-4in1	×	• Single Feed Tray	×
Original: 1-2in1	• Auto Paper	F	• Copy: 2-4in1	×
	• Single Feed Tray	A	• Copy: Booklet	×
	• Original: 1-sided	×	• Original Direction	O
	• Original: 2-sided	×	• File Margin	O
	• Original: Book	×	• Page Insertion	O
	• Original: 2-2in1	×	• Cover	O
	• Mixed Original Detection	⌐≡	• OHP Interleaving	O
	• Copy: 2-sided	×	• Image Repeat	×
	• Copy: 1-2in1	×	• Separate Scan	D
	• Copy: 2-2in1	×	• Single Feed Tray	×
	• Copy: 1-4in1	×		
Original: 2-2in1	• Auto Paper	F	• Copy: 2-4in1	×
	• Single Feed Tray	A	• Copy: Booklet	×
	• Original: 1-sided	×	• Original Direction	O
	• Original: 2-sided	×	• File Margin	O
	• Original: Book	×	• Page Insertion	O
	• Original: 1-2in1	×	• Cover	O
	• Mixed Original Detection	⌐≡	• OHP Interleaving	O
	• Copy: 2-sided	×	• Image Repeat	×
	• Copy: 1-2in1	×	• Separate Scan	D
	• Copy: 2-2in1	×	• Single Feed Tray	×
	• Copy: 1-4in1	×		

These functions cannot be combined				
Mixed Original Detection	• Original: 1-sided • Original: 2-sided • Original: Book • Original: 1-2in1 • Original: 2-2in1 • Copy: 2-sided • Copy: 1-2in1 • Copy: 2-2in1	C E A O ⌿ C O O	• Copy: 1-4in1 • Copy: 2-4in1 • Copy: Booklet • Original Direction • File Margin • Page Insertion • Cover • Separate Scan	O O O D D O O D
Copy: 1-sided	• Copy: 2-sided • Copy: 1-2in1 • Copy: 2-2in1 • Copy: 1-4in1 • Copy: 2-4in1	× × × × ×	• Copy: Booklet • Original Direction • File Margin • Separate Scan	× D D D
Copy: 2-sided	• 1st Drawer (OHP, Card) • Single Feed Tray • Original: 1-2in1 • Original: 2-2in1 • Mixed Original Detection • Copy: 1-sided • Copy: 1-2in1	O A × C × ×	• Copy: 2-2in1 • Copy: 1-4in1 • Copy: 2-4in1 • Copy: Booklet • Original Direction • File Margin • OHP Interleaving • Image Repeat • Separate Scan	× × × × D D O × D
Copy: 1-2in1	• Auto Paper • Single Feed Tray • X/Y Zoom • Original: Book • Original: 1-2in1 • Original: 2-2in1 • Mixed Original Detection • Copy: 1-sided • Copy: 2-sided • Copy: 2-2in1	F A O × × O × × ×	• Copy: 1-4in1 • Copy: 2-4in1 • Copy: Booklet • Original Direction • File Margin • OHP Interleaving • Image Repeat • Separate Scan • Single Feed Tray • Interrupt	× × × D D O × D × O
Copy: 2-2in1	• Auto Paper • 1st Drawer (OHP, Card) • Single Feed Tray • X/Y Zoom • Original: Book • Original: 1-2in1 • Original: 2-2in1 • Mixed Original Detection • Copy: 1-sided • Copy: 2-sided	F O A O × × O × ×	• Copy: 1-2in1 • Copy: 1-4in1 • Copy: 2-4in1 • Copy: Booklet • Original Direction • File Margin • OHP Interleaving • Image Repeat • Separate Scan • Single Feed Tray • Interrupt	× × × × D D O × D × O

These functions cannot be combined				
Copy: 1-4in1	• Auto Paper • Single Feed Tray • X/Y Zoom • Original: Book • Original: 1-2in1 • Original: 2-2in1 • Mixed Original Detection • Copy: 1-sided • Copy: 2-sided • Copy: 1-2in1	F A O × × O × × ×	• Copy: 2-2in1 • Copy: 2-4in1 • Copy: Booklet • Original Direction • File Margin • OHP Interleaving • Image Repeat • Separate Scan • Single Feed Tray • Interrupt	× × × D D O × D × O
Copy: 2-4in1	• Auto Paper • 1st Drawer (OHP, Card) • Single Feed Tray • X/Y Zoom • Original: Book • Original: 1-2in1 • Original: 2-2in1 • Mixed Original Detection • Copy: 1-sided • Copy: 2-sided	F O A O × × O × ×	• Copy: 1-2in1 • Copy: 2-2in1 • Copy: 2-4in1 • Copy: Booklet • Original Direction • File Margin • OHP Interleaving • Image Repeat • Separate Scan • Single Feed Tray • Interrupt	× × × × D D O × D × O
Copy: Booklet	• Auto Paper • 1st Drawer (OHP, Card) • Single Feed Tray • X/Y Zoom • Stapling • Punching • Original: 2-sided • Original: Book • Original: 1-2in1 • Original: 2-2in1 • Mixed Original Detection • Copy: 1-sided	F O A O O O × × × O ×	• Copy: 2-sided • Copy: 1-2in1 • Copy: 2-2in1 • Copy: 1-4in1 • Copy: 2-4in1 • Original Direction • File Margin • Page Insertion • Cover • OHP Interleaving • Image Repeat • Separate Scan • Single Feed Tray	× × × × × D D O O O × D ×
Document Feed Tray	all combinations except: • Original: Book • Original: 1-2in1	E × ×	• Original: 2-2in1 • File Margin • Separate Scan • Interrupt	× D D #
File Margin	all combinations except: • Original: Book • Original: 1-2in1 • Original: 2-2in1	E × × ×	• Original Direction • Image Repeat • Separate Scan • Interrupt	D × D #

Density

These functions cannot be combined				
Auto Exposure	• Original Direction • File Margin • Manual Exposure	D D ×	• Photo • Separate Scan	× D
Manual Exposure	• Original Direction • File Margin	D D	• Auto Exposure • Separate Scan	× D
Text	• Original Direction • File Margin • Text/Photo	D D ×	• Photo • Separate Scan	× D
Text/Photo	• Original Direction • File Margin • Text	D D ×	• Photo • Separate Scan	× D
Photo	• Original Direction • File Margin • Auto Exposure	D D ×	• Text • Text/Photo • Separate Scan	× × D

Auxiliary Functions

These functions cannot be combined				
File Margin	• Original Direction • File Margin	O D	• Image Repeat • Separate Scan	D D
Edge/Frame Erase	• Original: Book • Copy: 2-sided • Original Direction	O O D	• File Margin • Image Repeat • Separate Scan	D D D
Page Insertion	• Single Feed Tray • Original: Book • Original: 1-2in1 • Original: 2-2in1 • Mixed Original Detection • Copy: Booklet	A O O O O O	• Original Direction • File Margin • OHP Interleaving • Image Repeat • Separate Scan • Single Feed Tray	D D O × D ×
Cover	• Single Feed Tray • Original: Book • Original: 1-2in1 • Original: 2-2in1 • Mixed Original Detection • Copy: Booklet • Original Direction	A O O O O O D	• File Margin • OHP Interleaving • Image Repeat • Separate Scan • Single Feed Tray • Interrupt	D O × D × O
OHP Interleaving	• Auto Paper • Paper Feed • 1st Drawer • Single Feed Tray • Stapling • Punching • Original: Book • Original: 1-2in1 • Original: 2-2in1 • Copy: 2-sided • Copy: 1-2in1	O O O A O O O O O O O	• Copy: 2-2in1 • Copy: 1-4in1 • Copy: 2-4in1 • Copy: Booklet • Original Direction • File Margin • Page Insertion • Cover • Image Repeat • Separate Scan • Distribution #	O O O O D D O O × D O
Image Repeat	• Auto Paper • Auto Size • Stapling • Punching • Original: Book • Original: 1-2in1 • Original: 2-2in1 • Copy: 2-sided • Copy: 1-2in1 • Copy: 2-2in1 • Copy: 1-4in1	O O O O O O O O O O O	• Copy: 2-4in1 • Copy: Booklet • Original Direction • File Margin • File Margin • Edge/Frame Erase • Page Insertion • Cover • OHP Interleaving • Separate Scan • Distribution #	O O D O O D O O O D O

These functions cannot be combined				
Separate Scan	all combinations except: • Single Feed Tray • Copy: 2-sided • Original Direction	E × × D	• File Margin • Single Feed Tray • Interrupt	D # #
Distribution #	• Single Feed Tray • Non-sort • Group • Original Direction • File Margin • OHP Interleaving	A O O D D O	• Image Repeat • Separate Scan • Single Feed Tray • Interrupt	× D × ×

Other

These functions cannot be combined				
Single Feed Tray	all combinations except: • Interrupt	– # 		
Interruption	• Sort • Group • Stapling • Punching • Original Direction • File Margin	O O O O D D	• OHP Interleaving • Separate Scan • Distribution # • Single Feed Tray	O D O ×

8 Appendix

8.1 Care of the Unit

WARNING

Danger of electric shock

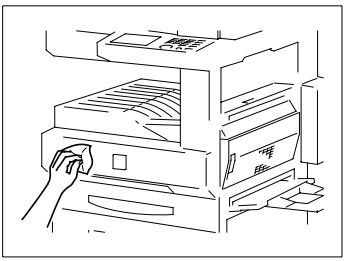
The copier is equipped with high-voltage components. Incorrect use of the copier may result in electric shock.

Ü Shut off the copier with the power switch before cleaning the unit.

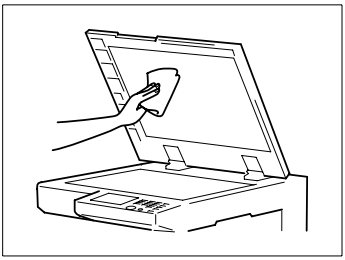
Cleaning

Clean the copier as described below.

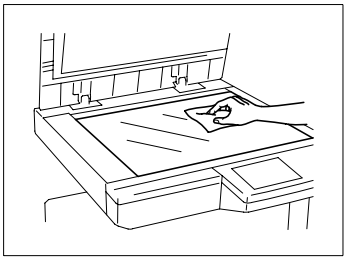
1 ***Housing***
clean with a soft cloth dampened with mild detergent.



2 ***Original Cover***
clean with a soft cloth dampened with mild detergent.



3 ***Original Glass***
clean with a soft, dry cloth.

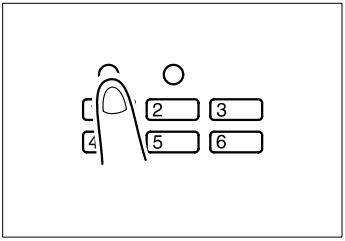


Cleaning the Touch Screen

Disable the touch screen functions before cleaning it.

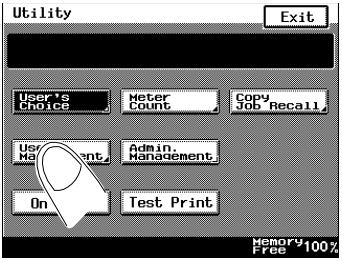
1 Press the [UTILITY] button on the control panel.

The display will change.



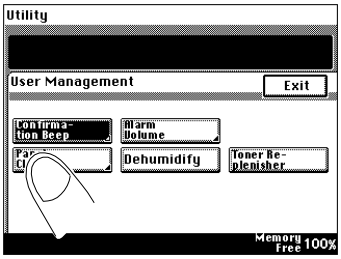
2 Press the [USER MANAGEMENT] key.

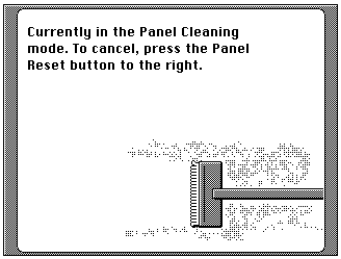
The display will change.



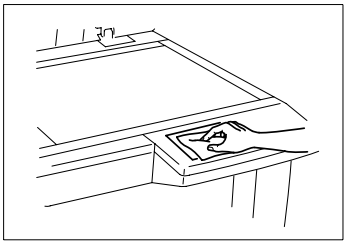
3 Press the [PANEL CLEANING] key.

The cleaning screen is displayed. The functions of the touch screen are disabled.





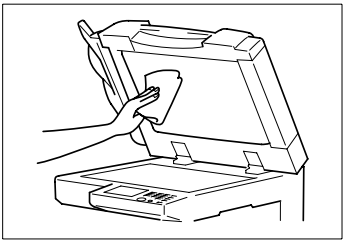
4 Wipe the surface of the screen clean with a soft, dry cloth.



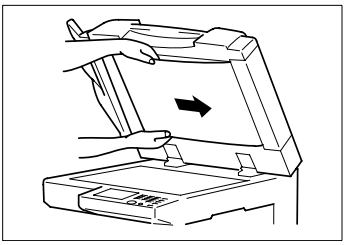
Cleaning the Automatic Document Feeder

1 Open the automatic document feeder.

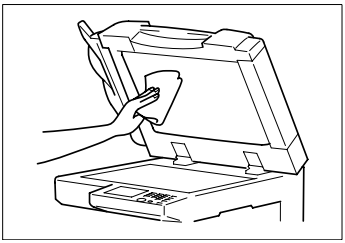
2 Wipe the surface of the document transport belt clean with a soft cloth dampened with mild home detergent.



3 Pull the transport belt as shown in the illustration.



4 Wipe the surface of the document transport belt clean with a soft cloth dampened with mild home detergent.



8.2 Copier Maintenance

For further information, consult your technical representative.

8.3 Specifications

Copier Di251/Di351

Specifications	Di251	Di351
Type	Copier/Desktop Copier	
Original Glass	Stationary	
Photoconductor	OPC	
Copying System	Electrostatic Dry Powdered Image Transfer to Plain Paper	
Developing System	Micro-Toning System	
Fusing System	Lamp-Heated Roller	
Resolution	600 dpi	
Types of Original	Single sheets, books and other three-dimensional objects • Maximum Original Size: A3 L • Maximum Original Weight: 3 kg	
Paper Types	• Plain paper (60 to 90 g/m²) • Recycled paper • Special Paper (only with the 1st drawer or the single feed tray): thick paper (91 to 160 g/m²),labels, OHP transparencies	
Paper Size	• 1st Drawer: A3 L to A5 width 90 mm × 297 mm length 140 mm × 432 mm • Single Feed Tray: crosswise 90 mm × 297 mm lengthwise 140 mm × 432 mm • 2nd Drawer: A3 L to A4	
Capacity	• 1st Drawer: normal/recycled paper 250 sheets (80 g/m^2) special paper 50 sheets • Single Feed Tray: normal/special paper 1 sheet • 2nd Drawer: normal/recycled paper 500 sheets (80 g/m^2)	
Warm-up Time	60 seconds or less	70 seconds or less
1st Copy	A4 C = 5.8 seconds or less (fed from the 1st drawer)	A4 C = 4.6 seconds or less (fed from the 1st drawer)

Specifications	Di251	Di351
Copy Speed (approx. copies/ minute)	• A3L: 14 • B4L: 16 • A4L: 19 • A4 C: 25	• A3L: 20 • B4L: 23 • A4L:: 27 • A4 C 35
Zoom Factors (Metric)	• Standard Zoom Factors • Normal mode: × 1.000 ± 1 % • Reduction factors: × 0.500, × 0.707, × 0.816, × 0.930 • Enlargement factors: × 1.154, × 1.414, × 2.000 • Zoom Factors: from × 0.250 to × 4.000 in × 0.001 increments	
Multiple Copies	up to 99 copies	up to 999 copies
Exposure	• Auto Exposure • Manual Exposure • Text Mode, Photo Mode, Text/Photo Mode	
Lost Image	• feed page 4 mm • opposite the feed page 4 mm • reverse page 4 mm	
Power Requirements	220 V - 240 V; 6 A; 50-60 Hz	
Current Consumption	950 W ±10 %	980 W ±10 %
Noise Emission	• Copy mode: 66 dB(A) or less • Ready mode: 40 dB(A) or less	• Copy mode: 71 dB(A) or less • Ready mode: 50 dB(A) or less
Dimensions	• Width: 594 mm • Depth: 707 mm • Height: 647 mm	• Width: 632 mm • Depth: 707 mm • Height: 647 mm
Weight	58.7 kg	60.5 kg

Duplexing Document Feeder AFR-17

Specifications	
Document Handler	• Default: 1-sided originals, 2-sided originals • Mixed Original Detection: 1-sided originals, 2-sided originals • Single Feed Tray: 1-sided originals
Types of Original	plain paper, thin paper, card • 1-sided originals 50 g/m^2 to 110 g/m^2 • 2-sided originals 60 g/m^2 to 90 g/m^2 • Single Feed Tray 35 g/m^2 to 200 g/m^2
Original Size	• 1-sided originals A3 L to A5 L • 2-sided originals A3 L to A5 L • Mixed Original Detection A3 L to A4 • Single Feed Tray A3 L to A5 L
Capacity	50 sheets (80 g/m^2)
Power Requirements	supplied from copier
Current Consumption	60 W or less
Dimensions	• Width: 602.5 mm • Depth: 502 mm • Height: 110 mm
Weight	12 kg or less

Automatic Document Feeder AF-9

Specifications	
Document Handler	• Default: 1-sided originals
Types of Original	Sheet Originals • Multiple Page Feed 52.5 g/m^2 to 81.4 g/m^2
Original Size	• 1-sided originals A3 L to A5 • 2-sided originals A3 L to A5 • Mixed Original Detection A3L to A5 C
Capacity	• 1-sided originals: 70 sheets (52.5 g/m^2 to 81.4 g/m^2) • 2-sided originals: 70 sheets (52.5 g/m^2 to 81.4 g/m^2) • Mixed Orig. Detect.: 50 sheets (52.5 g/m^2 to 81.4 g/m^2
Power Requirements	supplied from copier
Current Consumption	60 W or less
Dimensions	• Width: 538 mm • Depth: 497 mm • Height: 97 mm
Weight	6 kg

Large Capacity Cassette PF-117

Specifications	
Paper Types	Plain Paper (60 g/m² to 90 g/m²), Recycled Paper
Paper Size	A4 C, Letter C, B5 C<
Capacity	2,500 sheets (80 g/m^2)
Power Requirements	supplied from copier
Current Consumption	45 W or less
Dimensions	• Width: 535 mm • Depth: 568 mm • Height: 284 mm
Weight	16.7 kg

Paper Tray PF-118/PF-119

Specifications	
Paper Types	Plain Paper (60 g/m² to 90 g/m²), Recycled Paper
Paper Size	A3 L to A4
Capacity	500 sheets (80 g/m^2)
Power Requirements	supplied from copier
Current Consumption	16.8 W or less
Dimensions	• Width: 535 mm • Depth: 568 mm • Height: 127 mm
Weight	9.1 kg

Duplex Unit AD-15

Specifications	
Paper Types	Plain Paper (60 g/m² to 90 g/m²), Recycled Paper
Paper Size	A3 L to A5
Power Requirements	supplied from copier
Current Consumption	21 W or less
Dimensions	• Width: 55 mm • Depth: 415 mm • Height: 261 mm
Weight	1.8 kg

Finisher FN-109

Specifications	
Offset Trays	Top Offset Tray, Bottom Offset Tray
Finishing Modes	Non-sort, Sort, Group, Staple, Hole Punch
Paper Types	Top Offset Tray (Non-sort) • Plain paper (60 g/m^2 to 90 g/m^2) • Recycled paper • Special paper: card (91 g/m^2 to 160 g/m^2), OHP transparencies, labels Top Offset Tray (Hole Punch) • Plain paper (60 g/m^2 to 90 g/m^2) • Recycled paper Bottom Offset Tray (Sort, Group) • Plain paper (60 g/m^2 to 90 g/m^2) • Recycled paper • Special paper: card (91 g/m^2 to 160 g/m^2), OHP transparencies, labels Bottom Offset Tray (Hole Punch) • Plain paper (60 g/m^2 to 90 g/m^2) • Recycled paper • Special paper: card (91 g/m^2 to 160 g/m^2) Bottom Offset Tray (Staple) • Plain paper (60 g/m^2 to 90 g/m^2) • Recycled paper
Paper Size	• Top Offset Tray: A3L to A6L • Bottom Offset Tray: A3L to A4
Capacity	Top Offset Tray • Plain paper (80 g/m^2) 250 sheets • Recycled paper 250 sheets • Special paper 20 sheets Bottom Offset Tray • Plain paper (80 g/m^2), recycled paper A4 L or smaller 3,000 sheets larger than B4 L 1,500 sheets
Stapling	• Paper size A3 L to A4 • Number of copies 2 to 50 sheets (80 g/m^2)
Punching	• Paper size A3 L to A4 C • Punching 4-point punching
Offset	30 mm
Power Requirements	supplied from copier
Current Consumption	63 W or less

Specifications	
Dimensions	• Width: 538 mm • Depth: 629 mm • Height: 978 mm
Weight	39.2 kg
Options	2 staple holders with 5,000 staples/holder

Finisher FN-110

Specifications	
Offset Trays	Top Offset Tray, Bottom Offset Tray
Finishing Modes	Non-sort, Sort, Group, Staple
Paper Types	Top Offset Tray (Non-sort) • Plain paper (60 g/m^2 to 90 g/m^2) • Recycled paper • Special paper: card (91 g/m^2 to 160 g/m^2), OHP transparencies, labels Bottom Offset Tray (Sort, Group) • Plain paper (60 g/m^2 to 90 g/m^2) • Recycled paper • Special paper: card (91 g/m^2 to 160 g/m^2), OHP transparencies, labels Bottom Offset Tray (Staple) • Plain paper (60 g/m^2 to 80 g/m^2) • Recycled paper
Paper Size	• Top Offset Tray: A3L to A6L • Bottom Offset Tray: A3L to A4
Capacity	Top Offset Tray • Plain paper (80 g/m^2) 250 sheets • Recycled paper 250 sheets • Special paper 20 sheets Bottom Offset Tray • Plain paper (80 g/m^2), recycled paper A4 L or smaller 1,000 sheets larger than B4 L 500 sheets
Stapling	• Paper size A3 L to A4 • Number of copies 2 to 30 sheets (80 g/m^2)
Offset	30 mm
Power Requirements	supplied from copier
Current Consumption	63 W or less
Dimensions	• Width: 538 mm • Depth: 629 mm • Height: 978 mm
Weight	35.5 kg
Options	1 staple holder with 3,000 staples/holder

Option Tray JS-100

Specifications	
Copy Tray Type	3rd Output Tray
Paper Types	• Plain paper (60 g/m^2 to 90 g/m^2) • Recycled paper
Paper Size	A3L to A5L
Capacity	100 sheets (80 g/m^2)
Dimensions	• Width: 341 mm • Depth: 527 mm • Height: 149 mm
Weight	1.75 kg

Mailbin Finisher FN-504

Specifications	
Offset Trays	Top Offset Tray, Bottom Offset Tray, Print Output (5 trays)
Finishing Modes	Non-sort, Sort, Group, Staple, Hole Punch
Paper Types	Top Offset Tray (Non-sort) • Plain paper (60 g/m^2 to 90 g/m^2) • Recycled paper • Special paper: card (91 g/m^2 to 160 g/m^2), OHP transparencies Top Offset Tray (Hole Punch) • Plain paper (60 g/m^2 to 90 g/m^2) • Recycled paper Bottom Offset Tray (Sort, Group, Hole Punch) • Plain paper (60 g/m^2 to 90 g/m^2) • Recycled paper Bottom Offset Tray (Staple) • Plain paper (60 g/m^2 to 80 g/m^2) • Recycled paper Print Output (Sort, Group, Hole Punch) • Plain paper (60 g/m^2 to 80 g/m^2) • Recycled paper
Paper Size	• Top Offset Tray: A3L to A6L • Bottom Offset Tray: A3L to A4 • Print Output: A3L to A5L
Capacity	Top Offset Tray • Plain Paper (80 g/m^2), recycled Paper: max. A5, A6 L 250 sheets max. A3 L to B5 500 sheets • Special paper: card 20 sheets OHP transparencies 10 transparencies Bottom Offset Tray • Plain paper (80 g/m^2), recycled paper A4 L or smaller 1,000 sheets larger than B4 L 500 sheets Print Output • Plain paper (80 g/m^2), recycled paper 200 sheets
Stapling	• Paper size A3 L to A4 • Number of copies 2 to 50 sheets (80 g/m^2)
Punching	• Paper size A3 L to A4 C • Punching 4-point punching
Offset	40 mm

Specifications	
Power Requirements	supplied from copier
Current Consumption	63 W or less
Dimensions	• Width: 656 mm • Depth: 620 mm • Height: 984 mm
Weight	48 kg
Options	1 staple holder with 5,000 staples/holder

Sorter JS-201

Specifications	
Copy Tray Type	Stationary
Offset Trays	2 Trays • Sorter bin is 1st tray • Copier output becomes the 2nd tray.
Finishing Modes	Non-sort Mode, Sort Mode and Group Mode
Paper Types	1st Tray • Plain paper (60 g/m^2 to 90 g/m^2) • Recycled paper 2nd Tray • Plain paper (60 g/m^2 to 90 g/m^2) • Recycled paper • Special paper: card (91 g/m^2 to 160 g/m^2), OHP transparencies
Paper Size	• A3 L to B6 L, A6 L • Width: 90 mm to 297 mm • Length: 140 mm to 432 mm
Capacity	1st Tray • plain paper (80 g/m^2), recycled paper: 100 sheets 2nd Tray • plain paper (80 g/m^2), recycled paper: 250 sheets • Special paper (card, OHP transparencies): 20 sheets
Power Requirements	supplied from copier
Current Consumption	26 W or less
Dimensions	• Width: 486 mm • Depth: 500 mm • Height: 201 mm
Weight	4.7 kg (including installation stand)

Shift Tray OT-100 (only for the Di251)

Specifications	
Shifting System	Tray moved by a motor.
Initial Mode	On the back of the unit
Finishing Modes	Non-sort Mode, Sort Mode and Group Mode
Paper Types	Non-sort • Plain paper (60 g/m^2 to 90 g/m^2) • Recycled paper • Special paper: card (91 g/m^2 to 160 g/m^2), OHP transparencies Sort, Group • Plain paper (60 g/m^2 to 90 g/m^2) • Recycled paper
Paper Size	Non-sort • Width: 90 mm to 297 mm • Length: 140 mm to 432 mm • A3 L to B6 L, A6 L Sort, Group • Width: 140 mm to 297 mm • Length: 140 mm to 432 mm • A3L to A5
Capacity	• plain paper (80 g/m^2), recycled paper 250 sheets • Special paper (card, OHP transparencies) 20 sheets
Offset	40 mm
Power Requirements	supplied from copier
Current Consumption	26 W or less
Dimensions	• Width: 490 mm • Depth: 556 mm • Height: 201 mm
Weight	6.8 kg (including installation stand)

8.4 Paper Size Tables

Metric

Name	Size (mm)	Size (Inch)
A3	297 x 420 mm	11-3/4" x 16-1/2"
A4	210 x 297 mm	8-1/4" x 11-3/4"
A5	148 x 210 mm	5-3/4" x 8-1/4"
A6	105 x 148 mm	4-1/4" x 5-3/4"
B4	257 x 364 mm	10" x 14-1/4"
B5	182 x 257 mm	7-1/4" x 10"
B6	128 x 182 mm	5" x 7-1/4"
Postcard	100 x 148 mm	4" x 5-3/4"

Inch

Name		Size (Inch)	Size (mm)
Ledger		11" x 17"	279 x 432 mm
11" x 14"		11" x 14"	279 x 356 mm
Computer		10-1/8" x 14"	257 x 356 mm
10" x 14"		10" x 14"	254 x 356 mm
9-1/4" x 14"		9-1/4" x 14"	236 x 356 mm
Legal		8-1/2" x 14"	216 x 356 mm
Foolscap	Government Legal	8-1/2" x 13"	216 x 330 mm
Foolscap		8" x 13"	203 x 330 mm
Foolscap		8-2/3" x 13"	220 x 330 mm
Foolscap	Folio	8-1/4" x 13"	210 x 330 mm
8-1/4" x 11-3/4"		8-1/4" x 11-3/4"	210 x 301 mm
Letter		8-1/2" x 11"	216 x 279 mm
Government Letter		8" x 10-1/2"	203 x 267 mm
Quarto		8" x 10"	203 x 254 mm
Statement	Invoice	5-1/2" x 8-1/2"	140 x 216 mm

8.5 Zoom Factor Tables

Metric Areas

Original Size	Copy Size	Zoom Factor
A3	A4	x 0.707
	A5	x 0.500
	B4	x 0.866
	B5	x 0.610
A4	A5	x 0.707
	A6	x 0.500
	B5	x 0.866
	B6	x 1.224
	A3	x 1.414
	B4	x 1.224
A5	A6	x 0.707
	B6	x 0.866
	A4	x 1.414
	A3	x 2.000
	B4	x 1.733
	B5	x 1.224
A6	A4	x 2.000
	A5	x 1.414
	B5	x 1.733
	B6	x 1.224

Original Size	Copy Size	Zoom Factor
B4	A4	x 0.816
	A5	x 0.577
	B5	x 0.707
	B6	x 0.500
	A3	x 1.145
B5	A5	x 0.816
	A6	x 0.577
	B6	x 0.707
	A3	x 1.640
	A4	x 1.154
	B4	x 1.414
B6	A6	x 0.816
	A4	x 1.640
	A5	x 1.154
	B4	x 2.000
	B5	x 1.414

Inch Areas

Original Size	Copy Size	Zoom Factor
11" x 17"	11" x 14"	x 0.823
	Legal	x 0.772
	Foolscap	x 0.764
	Letter	x 0.647
	Invoice	x 0.500
11" x 15"	11" x 14"	x 0.933
	Legal	x 0.772
	Foolscap	x 0.722
	Letter	x 0.733
	Invoice	x 0.500
11" x 14"	Legal	x 0.772
	Foolscap	x 0.772
	Letter	x 0.772
	Invoice	x 0.500
Legal	Legal	x 0.928
	Foolscap	x 0.785
	Letter	x 0.607
	Invoice	x 1.214

Original Size	Copy Size	Zoom Factor
Foolscap	Foolscap	x 0.846
	Letter	x 0.647
	Invoice	x 1.294
	11" x 17"	x 1.076
Letter	Invoice	x 0.647
	11" x 17"	x 1.294
	11" x 14"	x 1.272
Invoice	11" x 17"	x 2.000
	11" x 14"	x 1.647
	Legal	x 1.545
	Foolscap	x 1.529
	Letter	x 1.294

8.6 CE Label (Declaration of Conformity)

This device complies with EC directives 89/336/EEC, 73/23/EEC and 93/68/EEC. This declaration is valid for the area of the European Union (EU) only.

WARNING

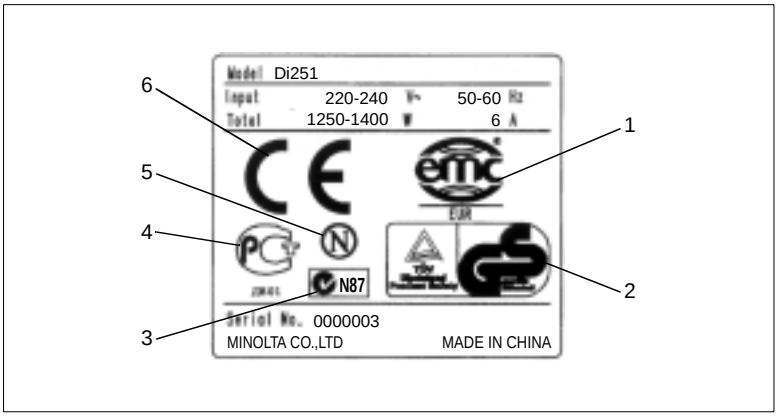
Incorrect cable types can cause interference to radio communications!

This device may only be operated when equipped with shielded interface cables. The use of other cable types can impair radio communications. According to EC guidelines, this is not permitted.

Ü Use only shielded interface cables.

8.7 Certifications on the Manufacturer's Name Plate

Certifications are printed on the Manufacturer's Name Plate for the copier. The certifications are defined as follows:



Item	Name	Meaning
1	EMC	The certification office confirms the observance of all legally mandatory European EMC standards that apply to this device.
2	TÜV-GS	The certification office confirms the observance of all legally mandatory German safety standards (tested safety) that apply to this device.
3	N87	The certification office confirms the observance of all national Australian standards that apply to this device.
4	PCT	The certification office confirms the observance of the Russian standards for device safety and electromagnetic compatibility.
5	N	The certification office confirms the observance of all legally mandatory Norwegian safety standards that apply to this device.
6	CE	The certification office confirms the observance of all legally mandatory European safety and EMC standards that apply to this device.

8.8 Directory of Abbreviations

approx.	approximately
Auto.	automatic
C	Crosswise, such as A4 C
e.g.	for example
FLS	Foolscap
GS	Tested safety
L	Lengthwise, e.g. A4 L
Man.	manual
OHP	Overhead projector
SADF	Single Automatic Document Feeder
TÜV	German technical control board

8.9 Index

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